Goose Creek CISD
Student Data Collection and Security Fact Sheet

How Student Information is Used

Individual Student Data Uses:
- Allocation of State funding
- Administering State assessments
- Calculating individual student growth
- Post-secondary enrollment

Aggregated Student Data Uses:
- School and District Performance Reports
- Program evaluation and measurement
- School and District Improvement Plans
- Federal reporting/funding
- Public reporting

How Information is Safeguarded

- Access Control
  - Identity Management (Authentication/Authorization)
    - Strong passwords
    - Account expirations
    - Local access management
    - Principle of least privilege
  - Access logging/monitoring (device and location)
  - Intrusion prevention/vulnerability assessments
  - Laptop/mobile device password locks
  - Security awareness training for all staff
  - Network Segmentation through ACLs, VLANs, and firewall policies
- Encryption
  - Use of State Assigned Student ID and encrypted SASID to isolate student data from student names.
  - Multi-level database encryption
- Secure Transit
  - Secure File Transfer Protocol (SFTP)
  - Hypertext Transfer Protocol with Secure Socket Layer (HTTPS)
- Physical Security
  - Controlled access to Data Center
  - Video surveillance

Who Has Access to Student Data

- Authorized and authenticated school and district personnel with legitimate business or educational purposes
- Contracted vendors with signed data privacy obligations for specified applications with legitimate business or educational purposes

Meeting and Exceeding Federal and State Student Privacy Laws

- Student privacy procedures fully adhere to the guidelines set forth in Federal and State law, but GCCISD includes additional safeguards such as:
  - Formal information security policies
  - District guidance for student data security and privacy policies
  - Annual policy reviews and revisions
  - Data Governance Committee to determine internal accountability for student data
  - Data breach notification and liability clauses in vendor contracts and agreements that involve individual student data
  - Routine security audits – internal and external

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Using data effectively and responsibly is a key component to helping students to succeed in school. Collecting accurate information is necessary for public, State, and Federal reporting. It's also needed to create accurate school and District performance reports. The Family Educational Rights and Privacy Act (FERPA) establishes baseline parameters for what is permissible when sharing student information. GCCISD adheres to additional guidelines and strict processes to protect the privacy of every student and to ensure the confidentiality and security of all data collected and managed. Data collected by GCCISD meets specified policy, practice, and service requirements of State, Federal, and local laws and regulations.

Student Information GCCISD Collects

Core Data Collection Categories for Every Student:

- Student Demographics
    - Name
    - Birthdate
    - Race/Ethnicity
    - Gender
- Discipline incidents
- Parent contact information
- Enrollment
    - State Assigned Student Identifier
    - School
    - District
    - Grade level
    - Entry/Exit date/Type
    - Courses completed
    - Course Educator ID
- Local Assessments
- Program Participation
    - Title I
    - Special Education
    - Free/reduced lunch
    - English Language Learner
    - Migrant Status
    - Gifted

Students Participating in Special Programs:

- Early Childhood
    - Enrollment start/end dates
    - Early Childhood Assessments
- Special Education
    - Disability / Gifted type(s)
    - Services received
    - Select data from Individualized Education Program
- English Language Learners
    - Primary language
    - English language proficiency level
- Migrant
    - Certificate of Eligibility
    - Services received
- Concurrent Enrollment
    - Participating institution
- Career and Technical Education
    - Participation/concentration

State Assessment:

- State of Texas Assessments of Academic Readiness (STAAR)
- College Preparatory Exam
- College Entrance Exam
- Alternative/Special needs test results

Why GCCISD Collects Student Information

- State or Federal Law
- Statute or Regulation