# SCRIPT: Data Security Questions

It is important to know what data our schools are collecting on our children and families, how it is protected, what data and who it is shared with and what the school is using it for.

How to use: Request a meeting with your school district's IT department. Send these questions ahead of time to ensure a productive meeting. Schedule at least an hour.

1. Please provide a complete list of all of the student information systems used? (Student Management System, Student Information Management System, Student Records System) – examples found were Powerschool, Sapphire (health records system used by nurses) and the system used to register students.

2. Are student management systems integrated with each other, and if so what data do they share between one another?

3. Are they all Software as a Service (SaaS) models?
   a.. For those that are, what personally identifiable data (per the Family Educational Rights and Privacy Act ("FERPA") as set forth in 20 YSC Section 1232(g) and 34 CFR Part 99 and the Protection of Pupil Rights Amendment ("PPRA")) is stored in the cloud?
   b. Does the software service company own/maintain the cloud that the tool is used in? Or does the district own or maintain the cloud that the tool is used in?

4. Does the district house and manage any student data in its own cloud environment?
   a. Which cloud provider(s) are used?
   b. Are the cloud environments public or private?

5. What programs or systems are hosted on premises?

6. What state longitudinal information systems (like PIMS) does the district send student data to? Specifically, which student data is shared?

7. What security software is currently used to protect student data?

8. What certifications does that security software/service carry? (ISO 27001, ISO 27018)

9. Which programs are installed on computers at the school ?

10. When my child uses an account on Google, Schoology, Clever etc., how is the child's information protected?

11. Why can't I access my child's content via my access on Schoology (LMS)?

Page 2

12. How is the district monitoring my child's activity? Is the monitoring (if any) across various applications or platforms?

13. Please provide me with the information and data security policies that are in place within the district IT or Technology services department.

14. What data is encrypted? Is it encrypted at rest? Is it encrypted in transit?

15. What is the protocol and timelines for incident response? (an incident being a security breach where student data is hacked and obtained or a security measure is disabled making the data accessible)

16. What tools are used to identify, monitor, block and report on suspicious inbound and outbound network traffic?

17. How are files containing personally identifiable information ("PII") or other sensitive student data kept secure? Is a data classification tool used?

18. What partners or other entities does the district share student data with? What platform is used to share that information?

19. Is the district conducting any user behavior analysis on students based on their data?

20. What analytics tools are used to conduct such behavior analysis?

21. What is done with those reports? How are they used and are they shared?

22. What are the "authorized representatives" that the district shares student data with? (examples could be curriculum publishers, sw companies, etc.)

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