

Documentation Regarding the Protection of Student Data

Division of Data, Research, and Federal Policy

Updated with additional URLs on January 21, 2014

**not an exhaustive list*

Federal Level

- Family Education Rights and Privacy Act (FERPA) <http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=34:1.1.1.1.33>
- Education Data Exchange Network
 - *“EDFacts does not collect individual student or staff-level information. All information provided to EDFacts is aggregated – often by categories such as grade level. Although some of the data files may contain small numbers, none of the information is linked to specific students or staff members.”*
http://www.reginfo.gov/public/do/PRAViewIC?ref_nbr=201309-1875-001&icID=45336
- Student Rights in Research, Experimental Programs, and Testing
<http://www.gpo.gov/fdsys/pkg/CFR-2009-title34-vol1/xml/CFR-2009-title34-vol1-part98.xml>

State Level

- Session Law 2004-129 (Senate Bill 991): An Act To Improve State Government Information Technology Planning, Adopt Standards, Make Project Development More Efficient, Reduce Cost Overruns, Provide Assistance To State Agencies, And Increase Accountability
<http://www.ncga.state.nc.us/Sessions/2003/Bills/Senate/HTML/S991v5.html>
- Session Law 2005-414 (Senate Bill 1048): An Act Enacting the Identity Theft Protection Act of 2005
<http://www.ncleg.net/Sessions/2005/Bills/Senate/pdf/S1048v6.pdf>
- Information Technology Systems: Consolidation and Management Since Senate Bill 991 (January 2006)
http://www.osbm.state.nc.us/files/pdf_files/SB991Report.pdf

- Ensuring Privacy of Student:
<http://www.ncleg.net/Sessions/2013/Bills/Senate/PDF/S815v5.pdf>
- Session Law 2013-188 (House Bill 390): State Information Technology Governance <http://www.ncleg.net/Sessions/2013/Bills/House/PDF/H390v4.pdf>
- State ITS Security Manual <http://www.esrmo.scio.nc.gov/>
- GS 115C-319: Personnel files not subject to inspection
http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_115c/GS_115C-319.html
- NC State Board Policy GCS-A-010: Testing Security
<http://sbepolicy.dpi.state.nc.us/policies/GCS-A-010.asp?pri=01&cat=A&pol=010&acr=GCS>
- NC State Board Policy TCS-C-018: Student Information System Security
<http://sbepolicy.dpi.state.nc.us/policies/TCS-C-018.asp?pri=04&cat=C&pol=018&acr=TCS>

DPI Level

- Data Management Group (DMG) Security Policies
<http://www.dpi.state.nc.us/data/management/policies/security/> and
<http://www.ncpublicschools.org/data/management/policies/research/>
- Data Sharing Agreement Documents
<http://www.dpi.state.nc.us/data/management/research/>
 - Confidentiality Agreements (Employee, Contractor, Agent)
<http://www.dpi.state.nc.us/docs/data/management/research/confidentiality.pdf>
 - MOA with Independent Researchers (Document Title: Memorandum of Agreement Template [April 2012])
<http://www.dpi.state.nc.us/docs/data/management/research/moa-template.doc>
 - Data Destruction Document (Document Title: Data Destruction Verification Form)

<http://www.dpi.state.nc.us/docs/data/management/research/destruction-verification.doc>

- Data Security Briefing Paper
<http://www.ncpublicschools.org/docs/data/management/resources/data-security.pdf>
- Transmitting Private Information Electronically: Best Practices Guide for Communicating Personally Identifiable Information by Email, Fax, or Other Electronic Means <http://www.dpi.state.nc.us/docs/data/management/best-practices.pdf>
- CEDARS Warehouse Role-Based Security
<http://www.ncpublicschools.org/cedars/>
 - The Common Education Data Analysis and Reporting System, known as CEDARS, is North Carolina's PreK-13 State Longitudinal Data System. The system is composed of various DPI source data collection systems, a student and staff identification system, a centralized data repository, and associated reporting and analysis (or "business intelligence") tools.
 - Role-based Security: Within an organization, roles are created for various job functions. The permissions to perform certain operations are assigned to specific roles. For example, the role of "Teacher" allows the user to view the data for students in one classroom. The role of "Principal" allows the user to view the data all of the students in the school. Staff are assigned particular roles, and through those role assignments acquire the permissions to view particular data. Since users are not assigned permissions directly, but only acquire them through their role (or roles), management of individual user rights becomes a matter of assigning appropriate roles to the user's account.

Local Level

- Local School Board data security policies and procedures – LEAs may add additional local security policies as they see fit.