



VIRGINIA DEPARTMENT OF EDUCATION

BRIEFING or REPORT

**Model Data Security Plan for the
Protection of School Division Student
Data
2016 - 2017**

AUGUST 29, 2016

**OFFICE OF INFORMATION SECURITY
DIVISION OF FINANCE AND OPERATIONS**

2016 – 2017 Model Data Security Plan for the Protection of School Division Student

Legislation enacted by the 2015 General Assembly, HB 2350 amended the Code of Virginia by adding in Chapter 2 of Title 22.1 a section numbered 22.1-20.2, relating to the Department of Education; student data security. The legislation directed the Virginia Department of Education to develop in collaboration with the Virginia Information Technologies Agency model data security plan for the protection of student data held by school divisions. A report shall be submitted to the chairmen of the House Committee on Appropriations and the Senate Committee on Finance on the cost of developing a model student data security plan.

2016 – 2017 plan requirements were as follows:

Develop and update no less than annually, a model data security plan for the protection of student data that includes:

- Guidelines for access to student data and student data systems.
- Privacy compliance standards.
- Privacy and security audits.
- Procedures to follow in the event of a breach of student data.
- Data retention and disposition policies.

Department of Education designated a chief data security officer to assist school divisions, upon request, with the development and implementation of their own data security plans and to develop best practice recommendations regarding the use, retention, and protection of student data.

2016 – 2017 Implementation Plan

1. Input an SOR in CAI
2. Evaluate responses through the CAI portal, start the project on October 1st.

Project: Develop Guidelines and Best Practices for the Use, Protection and Retention of K-12 Student Records in Virginia.

Timeline: October 1st 2016 – March 31st 2017 (Phase 1).

Key Tasks – Phase 1:

1. Define Student Data Map – usage, ownership, types, etc.
 - 1.1. Deliverable – Student Data Map
2. Recruit Stakeholders and Define Stakeholder Participation
 - 2.1. Deliverable – Stakeholder List
 - 2.2. Deliverable – Stakeholder Engagement Plan
3. Conduct R&D / Best Practice Research
 - 3.1. Deliverable – Best Practice Report on Usage, Retention and Protection of K-12 Student Data
4. Develop and Agree Table of Contents for Final Deliverable
 - 4.1. Deliverable – TOC
5. Complete Final Deliverable – Guidelines and Best Practices
 - 5.1. – Final Deliverable

Key Tasks – Phase 2:

1. Development of a Memorandum of Understanding (MOU) for school division that request assistance with the development and implementation their own data security plans.