

EDUCATION DATA Squad

NEWSLETTER



DATA MINIMIZATION: WHEN DOING THE LEAST IS THE BEST OPTION

Protecting students is a primary responsibility shared by all of us involved in education at any level. Part of that responsibility includes protecting students' privacy. There are many ways we can ensure student privacy—by following the security tips described later in this newsletter, by ensuring that all staff understand and comply with federal and state regulations, and so on. One simple way to protect student privacy is **by doing as little as possible** (when it comes to giving information about them that is)!

When you must communicate about specific students to answer questions or resolve issues, use as little information as possible to get the job done. For instance, use only a student's WVEIS number and no other information to refer to the student (or only a first initial and last name or portion of a last name). Provide succinct and/or abbreviated descriptions of the issue that must be resolved (e.g., "Student 990012345, enrolled in WV Virtual School course French I, has transferred to Sunshine High School."). By giving only the minimum amount of information needed to make a change or an update, you protect the student's privacy in case an email, voicemail, or other message goes to someone it shouldn't.

Remember, you can protect students by doing less (information sharing)!

Georgia Hughes-Webb
Data Governance Manager
WVDE

THE LOCAL LOOKOUT: PERSPECTIVES FROM PUTNAM

The Beginning of the School year is the perfect time to revisit your data security practices. NEVER save your password on your main computer login or your software! With the new portal coming, this will be especially important. When a password is saved on the computer, it's the same as not having one at all.

With Erate removing itself from the phone business, you may be able to reduce the number of land lines. Phone systems are available that are "hybrid". You can have fewer land lines and also use VOIP. This setup offers both savings and security.

Just for fun: Google "Data is The New Bacon"

It's important to remember any task or time you save a teacher is not measured by the hands on the clock but by the increased success of a child.

Dawn Gessel
Director of Information Systems
Putnam County Schools

ZOOMWV UPDATES

ZoomWV for Educators (ZoomWV-e) is live! The secure reporting portal for educators provides customized access to information based on staff members' roles and need for information. The information is updated every evening and pulls directly from WVEIS. WVDE staff are continuing to make adjustments and improvements to make the information and dashboards as useful and meaningful as possible. Have you taken a tour yet? Log on today at zoomwv.k12.wv.us/educators and let us know what you think! Send your feedback and ideas for enhancements to [zoomwv@help.k12.wv.us!](mailto:zoomwv@help.k12.wv.us)

WHY DATA QUALITY MATTERS

Our education system—from the classroom to the state department—relies on information about students, schools and districts to drive decision making. Teachers use information to plan the best instructional supports for students. Administrators use information to plan for the procurement and allocation of resources—including funding distribution to districts and schools. Policy makers use information to guide planning for policy development and revision. In all cases, stakeholders need accurate, reliable, timely information to ensure high-quality decisions that best serve the needs of our students. To ensure that the information used to guide planning and decision-making is of the highest possible quality, staff at school and district levels must continue to review student and school data regularly and make corrections and additions where needed.

COMING SOON...

Check the WVEIS calendar for these and other data collections!

- » October 1 – Certified Collection
- » November 1 – Certified List of Personnel
- » December 1 – Special Education Child Count

Check the ZoomWV training calendar for upcoming trainings in your area.
wvde.state.wv.us/zoomwv/zoomwv-training.html

CONTACT US...

E-mail: ZoomWV@help.k12.wv.us
Telephone: 304.558.7881

STUDENT DATA PROTECTION MADE EASY

TIPS TO RESPECT & PROTECT STUDENT PRIVACY

1. Lock all drawers that contains student information.
2. Password protect all computers that have student information on them.
3. Password protect all data systems that have student information.
4. Create a secure password for each system and if recorded, only record in a very safe place. Do not store passwords in your machines or software.
5. Do not access critical data by using your cell phone.
6. Do not access student data on an unsecured network connection.
7. Secure any laptop or tablet at all times against theft or tampering.
8. Keep all USB and portable back-up's in a locked safe when not in use.
9. Educate all employees on the power of the data they possess and their responsibility to protect it.
10. Make sure security guidelines are built into any RFP.
11. Lock your computer if you will be away any length of time.
12. Train users on what the "I Accept" data declaration screen in WOW and many other data systems really means to them.
13. Contract secure shredding services especially at End of Year when records are being discarded.
14. Install Privacy Filters on computer screens that are not in a secure area.