

Student Data Security and Confidentiality

Who: Administrators, Registrars, Office Managers, SIS Data Coordinators

[If you are no longer in one of these roles for your district or school, or if this information needs to get to others, please update your School or District Personnel lists in WebSIS > School or District Personnel can so we can get important information to the right persons.]

Maintaining the Security and Confidentiality in LBL SIS Suite

Securing student and staff data is more important than ever. In this ever changing landscape where data breaches are more and more common, it is imperative that districts pay close attention to practices that protect their students and staff from being victims caused by poor habits. In LBL's SIS Suite, it is the district's responsibility to protect their school, student and staff information from unauthorized access by persons or agencies and we are here to help! With our role based approach, our system is designed with security in mind.

Application Security Officers

Districts and schools must designate appropriate individuals as application Security Officers. These individuals must be carefully selected and fully trained in their responsibilities and in the applications for which they perform this role.

What are the responsibilities of a security officer?

- Provide new staff appropriate access, based upon their position description, to confidential school, student and staff information.
- Maintain application security Roles and Permissions to protect school, student and staff information and prevent users from accessing, editing or deleting information for which they are not authorized.
- Promptly remove access authorization when staff leave a school or district
- Comply with all federal and state student confidentiality rules, including FERPA and HIPAA.
- Ensure that anyone given access to a SIS Suite application is aware of these rules and abides by a district confidentiality agreement.

How many security officers does a school district need?

- Each school should have 2-4 security officers whose access is limited to their school.
- Each district office should have 2-4 security officers with access to all schools in the district.

Each school district should review and revise their list of designated security officers regularly. Contact LBL help desk to set up new staff training or a refresher course.

We are here to help

If you have any questions, please call the Student Information Systems Help Desk at 866.914.2800 (toll free) or 541.812.2800. Our phones are staffed from 7:30 AM to 5:00 PM every weekday. You can also submit questions, problems, or concerns via the online Web Help Desk. Your office staff will assist you with this.

As you've likely heard many times, we are all in this together. LBL's SIS team is here to help you succeed in these most challenging of times.