Data Privacy Do's and Don'ts

Compromising Behavior	LinkIt! Recommendation
Vendors do not always have policies in place to protect sensitive data (student, staff, school, district)	Contracts should guarantee (1) school–related data will be kept private, secure, and will not be used for unauthorized purposes, (2) upon request, vendor will provide a secured data extract and (3) upon contract termination or cancellation, vendor will delete all school-related data from their platform
Email roster and student achievement results (student and staff identification data, state test scores)	Use secure data transfer methods: SFTP (Secured File Transfer Protocol), Google Drive or Dropbox with permissions and passwords
Share spreadsheets or distribute paper worksheets to collect data (DRA, DIBELS, F&P)	Use LinkIt!'s Data Locker to create a framework for customized data collection where access to specific student data is limited to authorized users
Share passwords between teachers (co-teacher, substitute teacher, student teacher) so staff can access student data	Set up accounts for new users specifying the data they are authorized to access
Authorized access to student data is not routinely maintained (e.g, retirees, transfers, non-renewals, and substitute teachers)	User access to student data should be reviewed/updated on an ongoing basis and/or auto-synced across related systems
Printed hard-copy reports are handled in unsecure manner (e.g, teacher prints reports with student data on a public printer and forgets to pick them up)	Provide secure printers and shredders for hard copy disposal; implement data security policies and procedures that are reinforced on a periodic basis
Teachers requiring access to a subset of students in a class(es) such as BSI or ELL teachers are given administrative access to all students in the class, school or district	Create focus class(es) containing only those students the teacher needs to access
Parent access to student data must be strictly managed so they are restricted to their own child's test scores; mistakes cannot be tolerated	Inform vendors that they are not authorized to communicate with parents and should refer all inquiries to the school or district; LinkIt!'s Student/Parent Portal permits authorized parents to view teacher specified student scores