



STARS Security Plan

District Name: _____ Bon Homme School District 4-2

Date Last Updated: _____ 10-11-2018

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SD-STARS Roles and Access

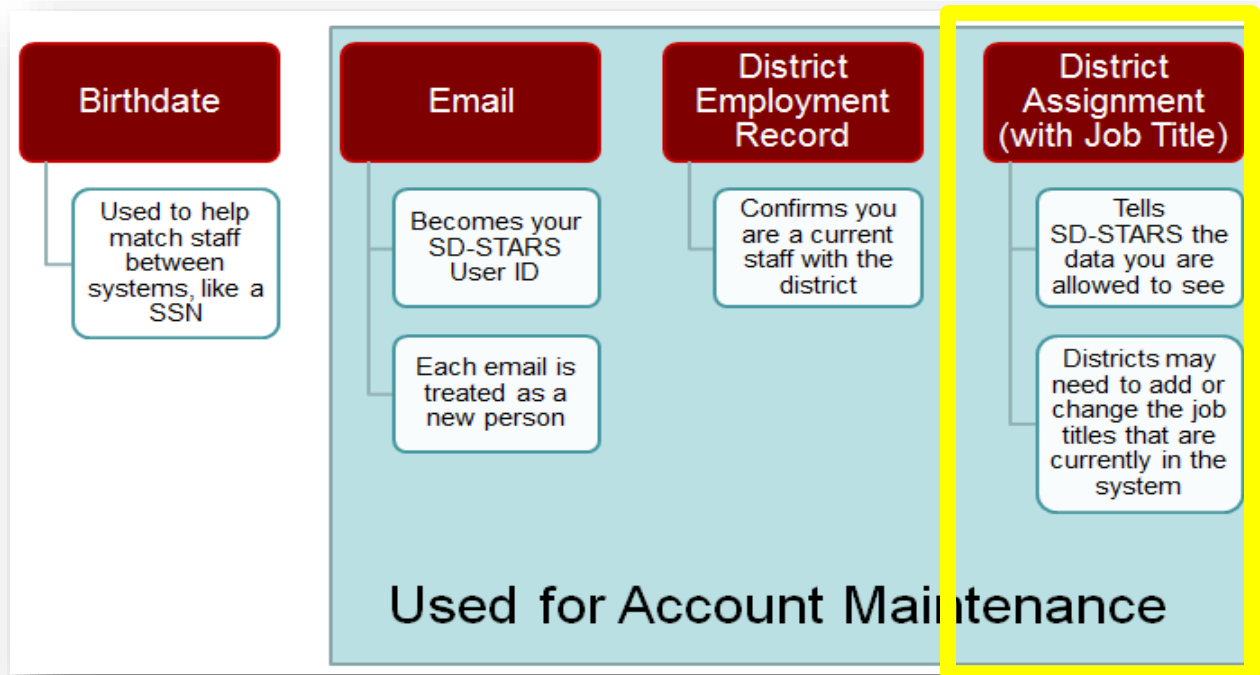
Security to protect the privacy of individuals is a high priority. In addition to other security measures, SD-STARS uses a role-based security model. Each user is assigned an organization and a role. These two things determine what data the user are allowed to see.

Although the state creates SD-STARS organizations/roles, Bon Homme has the ability to control which organization/role is assigned to users in the district. The district can also approve or cancel accounts.

To understand what users are allowed to see, Bon Homme maintains a District Access Tracker. This tracker should be based on the most recent version of the SDDOE District Access Tracker found in the Training Center within SD-STARS. This tracker contains a list of users and their assigned organization/role. In addition, the tracker indicates which menus and reports users with that organization/role are allowed to see. See Appendix A. This District Access Tracker is updated bi-annual by June 1 and September 1 of every year. ANY OTHER PROCESSES FOR THE TRACKER (ex: sent to principal/superintendent).

Infinite Campus Connection

Data in Infinite Campus are used to create accounts in SD-STARS. As it relates to security within SD-STARS, job title is what tells SD-STARS the level of data a user can see.



Infinite Campus Job Titles

Job titles in Infinite Campus need to be accurate in order to maintain SD-STARS. This requires that:

1. The options for job titles in Infinite Campus correspond to job titles in reality
2. The job titles are simplified or differentiated appropriately

Understanding that those with the same job title will have the same access in SD-STARS, Bon Homme has determined that the following job titles are the only options that should be available to the corresponding organization in Infinite Campus.

Job Title	Organization
Secretary	All School
Administrative Assistant	District Only



Bon Homme will update this list as well as the job titles in Infinite Campus on an annual basis by August 15 of every year. ANY OTHER PROCESSES FOR THE IC JOB TITLES (ex: sent to principal/superintendent)

OT.002.00-S – STARS Security – Org Role Updater report

Using the OT.002.00-S – STARS Security – Org Role Updater report, job titles are mapped to roles within SD-STARS. Once a job title is defined to an Organization and Role in SD-STARS, accounts for people with that job title will be loaded into SD-STARS automatically. Those that are “NotDefined” will not have an account in SD-STARS. This report can only be updated by SDDOE.

Bon Homme determined that the following job titles should be assigned the appropriate organization and role. This should match what is currently found in OT.002.00-S – STARS Security – Org Role Updater found in SD-STARS.

JOB TITLE	LEVEL	ROLE
Counselor	District	Management
Elementary Principal	District	Principal
Secondary Principal	District	Principal
Special Ed Coordinator	District	Management
Superintendent	District	Superintendent
Teacher	School	Teacher
Technology Coordinator	Not Defined	Not Defined

The OT.002.00-S – STARS Security – Org Role Updater is to be updated annual by August 15 of every year. At that time, Bon Homme will contact SDDOE with any updates needed on the report. If no updates are needed, then no action is required. ANY OTHER PROCESSES FOR THE ORG/ROLE UPDATER (ex: sent to principal/superintendent)



District Policies

SD-STARS security must comply with federal (FERPA), state, and district policies. Therefore, any changes to these policies may result in modifications to SD-STARS. Bon Homme confirms that at no point should the security of SD-STARS conflict with federal, state, or district policies.

By August 1, Bon Homme will review these policies and make any changes. If these changes affect SD-STARS, then modifications to the STARS Security Plan or any of the supporting documentation will be made by August 15. ANY OTHER PROCESSES FOR THE DISTRICT POLICIES AS IT RELATES TO STARS SECURITY (ex: sent to principal/superintendent).



Current Users and Updates to Data Access and Permissions

STARS Security considers:

1. **Data Access** – District users will not be able to access the portal unless the district creates and approve an account for them. To put it another way, people can navigate to the site, but they are not allowed to enter without having a username and password.
2. **Data Permissions** – Each district user is assigned an organization and a role. These two things determine what data the user are allowed to see. As a result, a teacher will only be able to view data for the children he teaches, and a principal would be able to see children in her school.

Data Access

What users have access to SD-STARS can be found in the District Access Tracker. This should match the OT.001.00-S – School District Users Report found in SD-STARS.

Bon Homme will review data access bi-annually – by May 1 and August 1 – and will make the appropriate changes as described below:

- Those that should not have access will be removed by May 15 or August 15. This will be done first through adding an end-date to their District Assignment and District Employment in Infinite Campus as well as removing any manually assigned SD-STARS roles. If this isn't possible, the district will unapproved user in SD-STARS
- Those that should have access will be added by May 15 or August 15. When approving new users, the importance of timing and training will be considered.

ANY OTHER PROCESSES FOR THE DISTRICT POLICIES AS IT RELATES TO DATA ACCESS (ex: sent to principal/superintendent).

Data Permission

What role users have in SD-STARS can be found in the District Access Tracker. This should match the OT.001.00-S – School District Users Report found in SD-STARS.

Bon Homme will review data access bi-annually – by May 1 and August 1 – and will make the appropriate changes as described below:

- Those whose access should change will be modified by May 15 or August 15. This will be done first through adding an end-date to their old and adding their new District Assignment in Infinite Campus. If this isn't possible, the permissions could be manually assigned in SD-STARS.

ANY OTHER PROCESSES FOR THE DISTRICT POLICIES AS IT RELATES TO DATA PERMISSIONS (ex: sent to principal/superintendent).

Timeline

The following timeline should be followed as it relates to STARS Security and the contents of this plan

Deadline	Task	Person Responsible
May 1	Review data access	STARS Account Manager
	Review data permissions	STARS Account Manager
May 15	Perform changes to data access	STARS Account Manager Infinite Campus Contact
	Perform changes to data access	STARS Account Manager Infinite Campus Contact
June 1	Update District Access Tracker	STARS Account Manager
August 1	Finalize any changes to District Policies and review federal (FERPA) or state policies for changes	District Administrators
	Review data access	STARS Account Manager
	Review data permissions	STARS Account Manager
August 15	Review and send any updates for the <u>OT.002.00-S – STARS Security – Org Role Updater</u> report to SDDOE	STARS Account Manager
	Review the options for job titles in Infinite Campus and make any appropriate changes	STARS Account Manager Infinite Campus Contact
	Modify STARS Security Plan and any of the supporting documentation.	STARS Account Manager
	Perform changes to data access	STARS Account Manager Infinite Campus Contact
	Perform changes to data permissions	STARS Account Manager Infinite Campus Contact
September 1	Update District Access Tracker	STARS Account Manager