

# Security and Privacy in Academic Data management at Schools (SPADATAS)

2022-1-ES01-KA220-SCH-000086363



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## IT Admins - Survey

HUMAN ENVIRONMENT RESEARCH GROUP – TECHNOLOGY ENHANCED LEARNING

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SPADATAS CONSORTIUM

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## Amendment History

Version	Revision	Date	Status	Author	Modification
1	0	04/02/2023	Done ▾	Daniel Amo	Initial version
1	1	20/02/2023	Done ▾	Daniel Amo	Modification from feedback
2	0	31/03/2023	Done ▾	Daniel Amo	Major update
2	1	13/4/2023	Done ▾	Daniel Amo	PreFinal version
3	0	19/4/2023	Done ▾	Daniel Amo	Final version



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## Questionnaire

### Introduction

Educational roles need to acquire digital skills and competencies exposed in DigCompEdu regarding data literacy and responsible use of digital competence.

An open tool for data fragility auto-assessment and process mapping in data academic management will be developed. Detecting those needs will help to raise awareness about data fragility and help detect privacy gaps in data academic treatment.

Considering that responses evaluate perceptions of the participants, the objectives of the tool are:

- O1: Analyze their data literacy proficiency regarding policies, actions, and processes to ensure privacy, security, and confidentiality of students' data regarding
- O2: Map their data academic management processes with a focus on data protection
- O3: Discover flaws and gaps about data fragility in data treatment processes
- O4: Detect needs regarding digital skills, competencies, and knowledge to reduce data fragility issues in the data academic management

In summary, with this tool schools can analyze their digital skills and data literacy competencies that help protect privacy and security of students' data, as map their data academic management processes to detect gaps and foster data treatment policy updates.



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## Questionnaire for IT Admins

Considering IT admins' practice in any school and data privacy, the questionnaire will consider the dimensions of **Technical measures (O2 & O3)** and **Skills (O1 & O4)** to check if principals have

- Strong technical knowledge of data security measures and technologies, such as encryption, firewalls, and access controls.
- Ability to design and implement secure systems and networks that protect sensitive student data.
- Knowledge of current threats and vulnerabilities in the field of data privacy, and the ability to take proactive steps to mitigate these risks.
- Ability to work closely with data privacy officers, school administrators, and other stakeholders to ensure that data privacy policies and procedures are effectively integrated into the school's IT systems and processes.



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## Questionnaire for IT Admins

### Demographic questions

1. Indicate your country
  - a. Answer type: List of countries
2. Indicate your gender
  - a. Answer type: Man, Woman, I prefer not to answer, None of the above
3. Indicate your age
  - a. Answer type: Number
4. How many years have you been in education?
  - a. Answer type: Number
5. Are you (self)trained in digital skills or competencies regarding data privacy?
  - a. Answer type: Considered (and done), Considered, will do, Not considered, will do, Considered, won't do, Not considered, won't do
  - b. If done or will do it: Which training have you got or will get regarding skills or competencies?
    - i. Answer type: Self-trained, official training
    - ii. (Self-trained: reading memos, seeing videos, MOOCs...)

### Dimension: Technical measures

6. The school's technological equipment, installations, and resources are enough to ensure data protection tasks.
  - a. Answer type: Yes, No
  - b. If No: What technological equipment, installations, and resources are enough to ensure data protection tasks?
    - i. Answer type: Open answer
7. What procedures has the school implemented to restrict access to data?
  - a. Answer type: Open answer
8. Does the school periodically monitor for unauthorized data access and activity?
  - a. Answer type: Considered (and done), Considered, will do, Not considered, will do, Considered, won't do, Not considered, won't do
  - b. If Yes or will do it: How often
    - i. Answer type: Number
    - ii. Answer type: Week/Month/School year
9. What procedures does the school have in place for removing data and access to data when individuals leave the school?
  - a. Answer type: Open answer



10. What measures does your school have in place to respond to potential data breaches or incidents?
- Answer type: Open answer
  - How are staff, students, and parents informed in such scenarios?
    - Answer type: Open answer

**Dimension: Skills**

11. Are you (self)trained to protect and secure stored data?
- Answer type: Considered (and done), Considered, will do, Not considered, will do, Considered, won't do, Not considered, won't do
12. Are you (self)trained in data-loss prevention?
- Answer type: Considered (and done), Considered, will do, Not considered, will do, Considered, won't do, Not considered, won't do
13. Are you (self)trained in data hack detection?
- Answer type: Considered (and done), Considered, will do, Not considered, will do, Considered, won't do, Not considered, won't do
14. Are you (self)trained in data retention policies?
- Answer type: Considered (and done), Considered, will do, Not considered, will do, Considered, won't do, Not considered, won't do
15. Are you (self)trained in privacy regulations in technology?
- Answer type: Considered (and done), Considered, will do, Not considered, will do, Considered, won't do, Not considered, won't do
16. Describe any concern regarding data privacy and security in data academic treatment in your school.
- Answer type: Open answer

