

EDUCATION LAW 2-D and PART 121 IMPLEMENTATION TIMELINE



Note: this resource provides a *potential* implementation timeline.

EDUCATION LAW 2-D AND PART 121 IMPLEMENTATION RESOURCES

As districts begin to implement Education Law 2-d, this resource is intended to provide districts with a suggested implementation timeline. Several resources have been created by the RIC One consortium and are publicly available at: <https://riconedpss.org/resources>

PROJECT MANAGEMENT TOOL



Use the chart below to **identify a potential educational agency timeline for completing the Education Law 2-d requirements**. While all of the requirements impact educational agencies' daily practice, shading is used to highlight areas that require formal ongoing work and maintenance.

CATEGORIES	TASK	REG PART	TIMELINE	COMPLETE
PROTECTION OF PERSONALLY IDENTIFIABLE INFORMATION	Guidelines for Personally Identifiable Information Utilization Defined and Communicated to all Staff	121.2 121.5 121.7		<input type="checkbox"/>
BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY	Parents' Bill of Rights Published on District Website	121.3		<input type="checkbox"/>
	Supplemental Information Related to Third-Party Contracts Published on District Website			<input type="checkbox"/>
DATA SECURITY AND PRIVACY POLICY	Data Security and Privacy Policy Adopted	121.5	By July 1, 2020	<input type="checkbox"/>
NIST CYBERSECURITY FRAMEWORK	NIST CSF Aligned 2019-2020 Current Profile Developed	121.5		<input type="checkbox"/>
	NIST CSF Aligned Profile and Action Plan Developed and Maintained			<input type="checkbox"/>
THIRD-PARTY CONTRACTS	Inventory of Third-Party Contracts Developed and Maintained	121.2 121.3		<input type="checkbox"/>
	Terms and Conditions Negotiated into Contracts with Third-Party Contractors	121.6 121.9		<input type="checkbox"/>
		121.10		<input type="checkbox"/>
ANNUAL EMPLOYEE TRAINING	Employee Training Implemented	121.5 121.7		<input type="checkbox"/>
UNAUTHORIZED DISCLOSURE COMPLAINT PROCEDURES	Complaint Procedures Defined	121.4		<input type="checkbox"/>
	Breach, Unauthorized Release, and Complaint Log Maintained			<input type="checkbox"/>
INCIDENT REPORTING AND NOTIFICATION	Incident Reporting and Notification Procedures and Forms Developed	121.10		<input type="checkbox"/>
DATA PROTECTION OFFICER	Data Protection Officer Appointed	121.8		<input type="checkbox"/>

Included in the publicly available resources is the Part 121 Toolkit. Within the toolkit, a project management tool is provided to support districts with developing a timeline for completing the requirements.

When thinking about the implementation of all requirements, districts may want to consider the following to help inform the implementation timeline:

1. Which items are required to be completed by July 1?
2. Which items are an *easier lift* to complete?
3. What are the critical systems and applications/software?
4. Which systems/applications/software contain PII?
5. Which items require an annual review/action?

The remaining pages are intended to be working documents to help support districts with the potential implementation timeline.







EDUCATION LAW 2-D and PART 121 IMPLEMENTATION TIMELINE

Note: *potential items to complete between*
Now—July 1, 2020



POTENTIAL ITEMS TO COMPLETE BY JULY 1, 2020

CATEGORIES	POTENTIAL ACTION STEPS
 Data Protection Officer <i>appointed</i>	<ol style="list-style-type: none"> 1. Review the Data Protection Officer Decision-Making document included in the Part 121 Implementation Toolkit on the RIC One website: https://riconedpss.org/resources 2. Appoint the Data Protection Officer as per district procedure <p>Note: please complete and send in the NYSED DPO form by May8 (can provide an update to the information at any time)</p>
 Parents' Bill of Rights <i>updated and posted to district website</i>	<ol style="list-style-type: none"> 1. Update Parents' Bill of Rights to ensure new requirements are included 2. Check with legal counsel for sample Parents' Bill of Rights 3. Follow district procedure for reviewing and publishing the updated Parents' Bill of Rights to district website
 Data Security and Privacy Policy <i>adopted</i>	<ol style="list-style-type: none"> 1. Obtain a sample policy from the policy service the district subscribes to (if applicable) 2. Check with legal counsel for sample Data Security and Privacy Policy 3. Create the district Data Security and Privacy Policy; consult other relevant district policies 4. Review the FERPA Annual Notification and update as needed 5. Follow procedure for district policy review and adoption
 Begin to identify Employee Training needs	<ol style="list-style-type: none"> 1. Identify potential training options to meet the regulations (training on laws that protect PII and how employees can comply with such laws) 2. Confirm the person responsible for organizing and coordinating the training

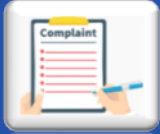




EDUCATION LAW 2-D and PART 121 IMPLEMENTATION TIMELINE

Note: *potential items to complete between*
Now—July 1, 2020



POTENTIAL ITEMS TO COMPLETE BY JULY 1, 2020

CATEGORIES	POTENTIAL ACTION STEPS
 <p>Complaint Procedures <i>defined</i></p>	<ol style="list-style-type: none"> 1. Review the Unauthorized Disclosure Complaint Procedures Overview document and the Unauthorized Disclosure Complaint Form document on the RIC One website: https://riconedpss.org/resources 2. Create the Unauthorized Disclosure Complaint Procedures document and form; consult other relevant district policies 3. Devise and implement a communication plan for sharing this information with stakeholders 4. Review the procedures, forms and communication plan as per the district process 5. Share information with stakeholders
 <p>Incident Reporting and Notification Procedures and Forms <i>developed</i></p>	<ol style="list-style-type: none"> 1. Review the Incident Reporting and Notification Overview document on the RIC One website: https://riconedpss.org/resources 2. Create the Incident Reporting and Notification Procedures and accompanying forms; consult other relevant district policies 3. Devise and implement a communication plan for sharing information with stakeholders 4. Review the procedures, forms, and communication plan as per the district process 5. Share information with stakeholders
 <p><i>Begin to identify</i> applications/software (relevant to NIST Cybersecurity Framework)</p>	<ol style="list-style-type: none"> 1. Determine the tool for tracking application/software inventory 2. Begin to update the inventory tool with <i>known</i> district application/software (note: SCRIC will provide districts with the required information for purchases made through the SCRIC). Click here to view the potential inventory implementation timeline 3. Prioritize <i>known</i> district application/software as high-medium-low risk based on the PII data housed in the application/software 4. Identify classification, criticality and business value for each <i>known</i> district application/software







EDUCATION LAW 2-D and PART 121 IMPLEMENTATION TIMELINE

Note: *potential items to complete between*
July 1—September 1, 2020



POTENTIAL ITEMS TO COMPLETE BY SEPTEMBER 1, 2020

CATEGORIES	POTENTIAL ACTION STEPS
 <p><i>Finalize Employee Training plan</i></p>	<ol style="list-style-type: none"> 1. Confirm the training that will be required for staff 2. Identify when the trainings will occur, the deadline for completing the trainings and verification of training completion 3. Devise a communication plan for sharing information with stakeholders
 <p><i>Continue to update and identify applications/software (relevant to NIST Cybersecurity Framework)</i></p>	<ol style="list-style-type: none"> 1. Continue to update the inventory tool with <i>known</i> district application/software (note: SCRIC will provide districts with the required information for purchases made through the SCRIC). Click here to view the potential inventory tool timeline 2. Continue to identify classification, criticality and business value for each <i>known</i> district application/software 3. Begin to review contracts/agreements for all <i>paid</i> applications to ensure all required information is included. Begin to collect the signed Parents' Bill of Rights and supplemental information 4. Begin to compile a list of <i>free</i> applications/software that are used in the district 5. Identify the classification, criticality and business value for each <i>free</i> application/software that are used in the district
 <p><i>Begin to identify physical inventory (relevant to NIST Cybersecurity Framework)</i></p>	<ol style="list-style-type: none"> 1. Determine how to keep track of physical inventory (note: SCRIC will provide a listing of inventory for purchases made on behalf of MITS districts) 2. Begin to update the physical inventory tracking tool 3. Identify the classification, criticality and business value for the physical inventory
 <p><i>Develop an application/software deployment process</i></p>	<ol style="list-style-type: none"> 1. Develop an application/software request process. See page 4 in this document for a sample idea 2. Devise a communication plan for sharing the process with stakeholders 3. Implement application/software request process








EDUCATION LAW 2-D and PART 121 IMPLEMENTATION TIMELINE

Note: *potential items to complete between*
September 1—November 1, 2020



POTENTIAL ITEMS TO COMPLETE BY NOVEMBER 1, 2020

CATEGORIES	POTENTIAL ACTION STEPS
 <i>Implement Employee Training plan</i>	<ol style="list-style-type: none"> 1. Implement the employee training plan 2. Share the data security and privacy policy and relevant procedures with officers and staff, including volunteers/community partners/ etc.
 <i>Continue to update and identify applications/ software (relevant to NIST Cybersecurity Framework)</i>	<ol style="list-style-type: none"> 1. Continue to update the inventory tool fields. Click here to view the potential inventory tool timeline 2. Continue to collect the signed Parents' Bill of Rights and supplemental information and upload into the inventory tool for posting on the district website
 <i>Continue to identify physical inventory (relevant to NIST Cybersecurity Framework)</i>	<ol style="list-style-type: none"> 1. Continue to track and update physical inventory (note: SCRIC will provide a listing of inventory for purchases made on behalf of MITS districts)
 <i>Continue to implement the application/ software deployment process</i>	<ol style="list-style-type: none"> 1. Continue to communicate and implement the application/software request process
 <i>Begin to complete the NIST Gap Analysis</i>	<ol style="list-style-type: none"> 1. Finish the NIST Gap Analysis for the Asset Management Category (Identify Function) 2. Complete the NIST Gap Analysis for the Business Environment Category (Identify Function)








EDUCATION LAW 2-D and PART 121 IMPLEMENTATION TIMELINE

Note: *potential items to complete between*
November 1—December 1, 2020



POTENTIAL ITEMS TO COMPLETE BY DECEMBER 1, 2020

CATEGORIES	POTENTIAL ACTION STEPS
 <p><i>Implement Employee Training plan</i></p>	<ol style="list-style-type: none"> 1. Continue to implement the employee training plan for new staff/volunteers/community partners, etc. 2. Share the data security and privacy policy and relevant procedures with new staff/volunteers/community partners, etc.
 <p><i>Continue to update applications/software (relevant to NIST Cybersecurity Framework)</i></p>	<ol style="list-style-type: none"> 1. Continue to update the inventory tool fields. Click here to view the potential inventory tool timeline 2. Continue to collect the signed Parents' Bill of Rights and supplemental information and upload into the inventory tool for posting on the district website
 <p><i>Continue to identify physical inventory (relevant to NIST Cybersecurity Framework)</i></p>	<ol style="list-style-type: none"> 1. Continue to track and update physical inventory (note: SCRIC will track inventory purchases made on behalf of the district for MITS districts)
 <p><i>Continue to implement the application/software deployment process</i></p>	<ol style="list-style-type: none"> 1. Continue to communicate and implement the application/software request process
 <p><i>Continue working on completing the NIST Gap Analysis</i></p>	<ol style="list-style-type: none"> 1. Complete the NIST Gap Analysis for the Governance, Risk Assessment, Risk Management and Supply Chain Categories (Identify Function) 2. Identify procedures that might be needed








EDUCATION LAW 2-D and PART 121 IMPLEMENTATION TIMELINE

Note: potential items to complete between
December 1, 2020—February 1, 2021



POTENTIAL ITEMS TO COMPLETE BY FEBRUARY 1, 2021

CATEGORIES	POTENTIAL ACTION STEPS
 <p><i>Implement Employee Training plans</i></p>	<ol style="list-style-type: none"> 1. Continue to implement the employee training plan for new staff/volunteers/community partners, etc. 2. Share the data security and privacy policy and relevant procedures with new staff/volunteers/community partners, etc.
 <p><i>Continue to update applications/software (relevant to NIST Cybersecurity Framework)</i></p>	<ol style="list-style-type: none"> 1. Continue to update the inventory tool fields. Click here to view the potential inventory tool timeline 2. Continue to collect the signed Parents' Bill of Rights and supplemental information and upload into the inventory tool for posting on the district website
 <p><i>Continue to identify physical inventory (relevant to NIST Cybersecurity Framework)</i></p>	<ol style="list-style-type: none"> 1. Continue to track and update physical inventory (note: SCRIC will track inventory purchases made on behalf of the district for MITS districts)
 <p><i>Continue to implement the application/software deployment process</i></p>	<ol style="list-style-type: none"> 1. Continue to communicate and implement the application/software request process
 <p><i>Continue working on completing the NIST Gap Analysis</i></p>	<ol style="list-style-type: none"> 1. Complete the NIST Gap Analysis for the Access Control, Awareness and Training, Data Security, Information Protection, Maintenance and Protective Technologies Categories (Protection Function) 2. Identify procedures that may be needed


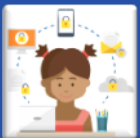





EDUCATION LAW 2-D and PART 121 IMPLEMENTATION TIMELINE

Note: *potential items to complete between*
February 1, 2021—March 1, 2021



POTENTIAL ITEMS TO COMPLETE BY MARCH 1, 2021

CATEGORIES	POTENTIAL ACTION STEPS
 <p><i>Implement Employee Training plan</i></p>	<ol style="list-style-type: none"> 1. Continue to implement the employee training plan for new staff/volunteers/community partners, etc. 2. Share the data security and privacy policy and relevant procedures with new staff/volunteers/community partners, etc.
 <p><i>Continue to update applications/software (relevant to NIST Cybersecurity Framework)</i></p>	<ol style="list-style-type: none"> 1. Continue to update the inventory tool fields. Click here to view the potential inventory tool timeline 2. Continue to collect the signed Parents' Bill of Rights and supplemental information and upload into the inventory tool for posting on the district website
 <p><i>Continue to identify physical inventory (relevant to NIST Cybersecurity Framework)</i></p>	<ol style="list-style-type: none"> 1. Continue to track and update physical inventory (note: SCRIC will track inventory purchases made on behalf of the district for MITS districts)
 <p><i>Continue to implement the application/software deployment process</i></p>	<ol style="list-style-type: none"> 1. Continue to communicate and implement the application/software request process
 <p><i>Continue working on completing the NIST Gap Analysis</i></p>	<ol style="list-style-type: none"> 1. Complete the NIST Gap Analysis for the Anomalies and Events, Security Monitoring and Detection Processes Categories (Detect Function) 2. Complete the NIST Gap Analysis for the Response Planning, Communication, Analysis, Mitigation and Improvements Categories (Respond Function) 3. Complete the NIST Gap Analysis for the Recovery Planning, Improvements, and Communications Categories (Recover Function) 4. Identify procedures that may be needed








EDUCATION LAW 2-D and PART 121 IMPLEMENTATION TIMELINE

Note: *potential items to complete between*
March 1, 2021—April 1, 2021



POTENTIAL ITEMS TO COMPLETE BY APRIL 1, 2021

CATEGORIES	POTENTIAL ACTION STEPS
 <p><i>Implement Employee Training plan</i></p>	<ol style="list-style-type: none"> 1. Continue to implement the employee training plan for new staff/volunteers/community partners, etc. 2. Share the data security and privacy policy and relevant procedures with new staff/volunteers/community partners, etc.
 <p><i>Continue to update applications/software (relevant to NIST Cybersecurity Framework)</i></p>	<ol style="list-style-type: none"> 1. Continue to update the inventory tool fields. Click here to view the potential inventory tool timeline 2. Continue to collect the signed Parents' Bill of Rights and supplemental information and upload into the inventory tool for posting on the district website
 <p><i>Continue to identify physical inventory (relevant to NIST Cybersecurity Framework)</i></p>	<ol style="list-style-type: none"> 1. Continue to track and update physical inventory (note: SCRIC will track inventory purchases made on behalf of the district for MITS districts)
 <p><i>Continue to implement the application/software deployment process</i></p>	<ol style="list-style-type: none"> 1. Continue to communicate and implement the application/software request process
 <p><i>Complete the NIST Gap Analysis and Develop Action Plan</i></p>	<ol style="list-style-type: none"> 1. Complete the NIST Gap Analysis 2. Develop an action plan to address areas below the target score (target score TBD) 3. Submit the information to NYSED (details TBD) 4. Identify procedures that may be needed <p>Optional: plan and schedule a tabletop exercise</p>

