

WISEsecure - Managing Security Roles at the LEA Level

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WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

Carolyn Stanford Taylor, State Superintendent

From ASM to WISEsecure

- **Application Security Manager (ASM)**
- **WISEhome - WISEsecure**
- **Web Access Management System (WAMS)**
- **Sign in with Google**



Security Levels

Level 1

DSA

Level 1

Level 2

Application
Administrator

Level 2

Level 3

Application
User

Level 3

WISEsecure Features


- WISEhome
- WISEsecure Landing Page
- Access Viewer
- Email Domain Restriction



WISEsecure Features

- **Offboard Users**
- **Pending Access**
- **Manage Security - add Application Admins and/or Application Users**

WISEhome Request Access

 WISEhome [My Apps](#) [Request Access](#) [App Request Status](#) [My Profile](#)

Request DPI Secure Application Access

Click on [My Apps](#) to see all your authorized DPI secure applications, which includes your application access from ASM.

Public Private

District
* Select..

[Click Here to Search](#)

Select	Select	School Type	School Name	City

Job Title
*

Applications
* Select App(s)...

Mass Delegation

Wisconsin Dept of Public Instruction ▾ / Mass Delegation

Step 1 Select Users

Prepare a set of users by individually searching them. The role changes will be applied to all users.



[Users not selected]


 Add Users

Step 2 Select Application Template

An application template uses a predefined set of applications and roles to apply changes to the selected users.

Template

[Application Template not selected]

 Select Template

Step 3 Select Schools (Optional)

The school selection will be applied to the applications that support role delegations at school level, the default option is [All Schools].

Select an Application Template to see options

Demo



[Demo](#)

Data Privacy Confirmation

Wisconsin Department of Public Instruction Application Usage and Data Access Policy

Privacy Agreement

You are currently identified by your Application Administrator as an authorized user of secure applications created by the Wisconsin Department of Public Instruction. Users of most secure applications have access to confidential information about students, staff, and other data. Protecting student privacy is required by law and is the highest priority of the Department of Public Instruction. Resources regarding protecting student privacy in Wisconsin are provided at <http://dpi.wi.gov/wise/data-privacy>.

To protect the privacy of students and staff, users are required to agree to each of the statements below.

- I will respect and safeguard the privacy of students and staff and the confidentiality of student data, staff data, and other data accessed.
- I will comply with state and federal privacy laws and all local or agency specific regulations, policies, and procedures established to maintain the confidentiality of student, staff, and other data accessed.
- I will not disclose or transmit confidential student, staff, or other data to persons not specifically authorized access to these data by the District Security Administrator, Application Administrator, or District Administrator.
- I will use the confidential data for legitimate educational purposes only as necessary to perform my assigned tasks.
- I understand that my password is as important as my signature. It is my obligation to keep my password confidential. I will not share my password with anyone. I will also not share my secure application access with anyone.
- I will not use other users' login names or passwords.
- I have viewed the privacy training [Protecting Personally Identifiable Information \(PII\)](#) and understand my obligation to protect the confidentiality of the data that I will be accessing.

Agreement to Protect Privacy

Disagree

Agree

DSA Request Process

**District Security Administrator (DSA)
access request form**

<https://helpdesk.dpi.wi.gov/DistrictAccess.html>

Delegate DSA - best practice

DSA Access Request Form

SAVE

Submit a new Request

Title*
District Administrator ASM Authorization - F1274-delauth

Your Personal Information*

Last Name
Osborne

WAMS ID
AndersTest

District Information*

Instructions: Please fill in the information below to describe the request.

- Select the district this authorization is for in the **District*** field below.
- Describe the reason for the request in the **Description*** field below.

District*
Madison Metropolitan

Description*

I am requesting access as District Security Administrator (DSA).

I would like Mr. Testerton to be my delegate DSA.

DISTRICT ADMINISTRATOR DATA ACCESS AUTHORIZATION

Protecting student privacy and maintaining the confidentiality of educational records are the responsibility of all state, district, and school personnel. Educational records are protected by state law, sec. 118.125, 118.126, and 118.127 Wisconsin Statutes and federal law, 20 USC 1232 (g) and 34 CFR 99 (FERPA). The secured applications enables authorized users to have access to confidential information about students. These data are to be used in a manner consistent with the administrative, informational, instructional, and research objectives of the school district and Department of Public Instruction (DPI). Data made available to authorized application users may include student level, personally identifiable, and sensitive data including but not limited to:

- Race / Ethnicity
- Homeless Status
- Disability
- Test Results (WSAS, AP, ACT, ACCESS)
- Attendance
- Incidents of Discipline (suspension, expulsion)
- Free and Reduced Lunch Eligibility
- Migrant Status
- English Language Proficiency Level

As the district administrator, I understand that I am responsible for, and could be held accountable for, misuse of this data by the users who have access within my district whether the access has been assigned by me or my designee. I agree to authorize access to users of the department's applications within my district, or delegate administration of this task, in accordance with the statements below.

- I will respect and safeguard the privacy of students and the confidentiality of student data.
- I will ensure that district regulations, policies, and procedures are in place to govern authorized access to pupil data and comply with the state and federal laws related to pupil record confidentiality.
- I will validate the identity of each user that I authorize, to ensure that the user who requests access is indeed that user I authorize. It is recommended that the identity be verified by validating the email address, last name and first name.
- I will comply with state and federal privacy laws established to maintain the confidentiality of student data.
- I will not disclose or transmit confidential student data to persons not specifically authorized to access the data.
- I understand that my password is as important as my signature. It is my obligation to keep my password confidential. I will not share my password with anyone.
- I will not use the login and password of others.
- I will only authorize the use of secure tools used to access data in the department's data warehouse to individuals in the school district who have been determined by district policy to have a legitimate educational interest in the data.
- I understand that the specific role granted to my district users will be based on their legitimate educational need to see the data and utilize the specific functionality made available.
- I understand that any user who violates the district's policies and procedures, any state or federal law related to pupil record confidentiality or the terms of the user agreement, will be denied access to secure tools and could result in denial for all authorized users at the district.
- I have viewed the privacy training presentation and understand my obligation to protect the confidentiality of the student data that I will be accessing.
- I will ensure the delegated administrators assigned to authorize access comply with all statements above and have viewed the privacy training presentation.

I VERIFY that I have read and understand this District Administrator Data Access Authorization form and represent the school district identified herein.

Signature*

WISEsecure Tutorials

Assigning Application Administrator/Application User roles

<https://dpi.wi.gov/wise/wiseshome-info/grant-wiseshome-security>

Requesting Application User Access

<https://dpi.wi.gov/wise/wiseshome-info#request-access>

Resources

- **Feedback**

<http://feedback.dpi.wi.gov/>

- **Create a Help Desk case**

<https://dpi.wi.gov/wisedata/help/request>

- **Questions? Observations?**