Clarence Central School District

Cybersecurity Incident Response Plan

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Clarence Central School District

Last Modified **6/1/2023**

PURPOSE

The **Clarence** school district, a trusted public education provider to K-12 students stores information related to students, staff, and internal business operations, as well as manages and maintains the technical infrastructure required to house and maintain this information. Additionally, **Clarence** contracts with the Erie 1 Regional Information Center (E1B), and vendors of digital services and products to manage and maintain this data and infrastructure.

This Cybersecurity Incident Response Plan outlines the procedures used to detect and respond to unauthorized access or disclosure of private information from systems utilized, housed, maintained, or serviced by **Clarence**. More specifically, this plan defines the roles and responsibilities of various staff concerning the identification, isolation, and repair of data security breaches, outlines the timing, direction, and general content of communications among affected stakeholders, and defines the different documents that will be required during various steps of the incident response.

Clarence also implements practices designed to proactively reduce the risk of unauthorized access or disclosure, such as training staff concerning legal compliance requirements, following appropriate physical security and environmental controls for technical infrastructure, and deploying digital security measures such as firewalls, malware detection, and numerous other industry-standard systems.

In the event of a cybersecurity incident, **IT Department** staff have been trained to expeditiously deal with the matter. Staff are trained every year to recognize anomalies in the systems they regularly utilize, and to report any such anomalies as soon as possible to the Incident Response Manager so the Incident Response Team can be mobilized. Throughout the year the Incident Response Manager and members of the Incident Response Team are kept up to date on the latest security threats and trained in modern techniques of incident remediation.

The availability and protection of the information resources managed by the systems we maintain are of paramount importance to our school district and will always be a core value of our organization.

DEFINITIONS

Cybersecurity Incident -

A Cybersecurity Incident is any event that threatens the confidentiality, integrity, or availability of the information resources we support or utilize internally, especially sensitive information whose theft or loss may be harmful to individual students, our partners, or our organization.

Incident Response Team (IRT) -

The IRT is made up of experts across different fields in the organization whose charge is to navigate the organization through a Cybersecurity Incident from the initial investigation to mitigation, to post-incident review. Members include an Incident Response Manager, technical hardware and networking experts, front-end software experts, communications experts, and legal experts.

Incident Response Manager (IRM) -

The IRM oversees all aspects of the Cybersecurity Incident, especially the IRT. The key focuses of the IRM will be to ensure proper implementation of the procedures outlined in the Cybersecurity Incident Response Plan, to keep appropriate Incident Logs throughout the incident, and to act as the key liaison between IRT experts and the organization's management team. After a Cybersecurity Incident, the IRM will conduct a review of the incident and produce both an Incident Summary Report and a Process Improvement Plan.

Cybersecurity Incident Log -

The Cybersecurity Incident Log will capture critical information about a Cybersecurity Incident and the organization's response to that incident and should be maintained while the incident is in progress.

Incident Summary Report (ISR) -

The ISR is a document prepared by the IRM after a Cybersecurity Incident and will provide a detailed summary of the incident, including how and why it may have occurred, estimated data loss, affected parties, and impacted services. Finally, it will examine the procedures of the Cybersecurity Incident Response Plan, including how the IRT followed the procedures and whether updates are required. The template for the ISR may be seen in Appendix A.

Process Improvement Plan (PIP) -

The PIP is a document prepared by the IRM after a Cybersecurity Incident and will provide recommendations for avoiding or minimizing the impact of future Cybersecurity Incidents based on the "lessons learned" from the recently completed incident. This plan should be kept confidential for security purposes. The template for the PIP may be viewed in Appendix B.

INCIDENT RESPONSE TEAM

INCIDENT RESPONSE MANAGER

Name: Robert Raineri	**Email: rraineri@clarenceschools.org**
Work Phone: 716.407.9144	**Mobile Phone: 716.393.6510**

TECHNICAL CONTACTS

Name: Michael Jacobson	**Email: mjacobson@clarenceschools.org**
Work Phone: 716.407.9141	**Mobile Phone: 716.432.1200**

Name: Benjamin Lathan	**Email: blathan@clarenceschools.org**
Work Phone: 716.407.9146	**Mobile Phone: 716.970.0401**

LEGAL COUNSEL

Name	**Phone**
Lumsden McCormick	**716.856.3300**
Harris Beach	**716.200.5050**
Webster Szanyi	**716.842.2800**

COMMUNICATIONS SPECIALIST

Name: Matthew Frahm	**Email: mfrahm@clarenceschools.org**
Work Phone 716.407.9102	**Mobile Phone:**

ADDITIONAL MEMBERS

In addition to those individuals listed above, additional experts may be included on the IRT, depending upon the nature and scope of the incident. A software support expert from the team that supports the software in question will likely be necessary. These additional members will be chosen by the IRM.

INCIDENT MANAGEMENT PRINCIPLES

CONFIDENTIALITY

Investigation

During a Cybersecurity Incident investigation, the IRM or members of the IRT will be gathering information from multiple computer systems and/or conducting interviews with key personnel based on the scope of the incident in question. All information gathered or discovered during a Cybersecurity Incident will be strictly confidential throughout the investigative process. All members of the Cybersecurity Incident Response Team are trained in information security and data privacy best practices. After the investigative process, the IRM will brief District Administration on the relevant details of the incident and the investigation (see Briefing of Administration in the Response Phase on page 12). During this phase, no confidential information will be shared unless it is strictly relevant to the investigation and/or the incident itself.

Affected Stakeholders

In the event the incident involves the unauthorized access or disclosure of confidential student or staff information, **A Clarence Schools district representative** will communicate information relevant to the incident as well as any additional requested information to which they have a right (e.g. specific student records, staff records, etc.). **Clarence Schools** does reserve the right to withhold certain information at the discretion of the IRM if that information may jeopardize current or future investigations or pose a security risk to **Clarence Schools** or other entities.

In the event the incident involves information of a non-**Clarence Schools** stakeholder group, such as a neighboring district or vendor partner, the district will take appropriate steps to notify those entities as efficiently as possible.

In the event the incident is limited to systems not containing sensitive or confidential information, it will be the discretion of **Clarence Schools** administration and the IRM whether to share information related to the incident with outside stakeholders.

Report Management

All reports generated during an investigation along with any evidence gathered will be stored and managed by the IRM. Any physical records will be stored in the IRM's office in a locked file. Any digital records will be stored on the school district network in a share only accessible by the IRM and approved District Administrators. That share will be backed up and stored by **Clarence**'s regular backup procedures. In the event records of incidents need to be reviewed, a written request must be made to the IRM that includes the requestor, the information requested, and the reason for the request. The IRM will review the request and has the discretion to approve or deny any request. Incident summary information will always be made available by the IRM.

COMMUNICATION GUIDELINES

- Communication with parents/community members will be disseminated via the school district superintendent or designee.

- Although every incident is unique, sample communications that can be used as guidelines can be found in Appendices D-F in this document.

- Initial communication to affected stakeholders should occur as expeditiously as possible upon the identification of the incident. In some cases, this may include an initial communication (letter, email, phone call) that simply states that this district is aware of the issue and is addressing it, with the promise of a follow-up. Scenarios for the release of Personally Identifiable Information (PII) are as follows:

  ‣ Should the unauthorized release of student data occur, the district shall notify the parents (or eligible students) affected by the release in the most expedient way possible. Part 121 of the Commissioner's Regulations requires this notification to occur within 14 calendar days after the breach is discovered.

  ‣ Should the unauthorized release of protected staff data occur, the district shall notify the staff members affected by the release in the most expedient way possible. Part 121 of the Commissioner's Regulations requires this notification to occur within 14 calendar days after the breach is discovered.

  ‣ Should the unauthorized release of student and/or protected staff data occur, the district shall notify the Chief Privacy Officer (CPO) at the New York State Education Department (NYSED) within 10 calendar days, as required by Part 121 of the Commissioner's Regulations.

  ‣ Should the release of a Social Security Number, Driver's License or Non-Driver ID Number, Account Number, or Credit/Debit Card number combined with PII occur, districts should consult Section 208 of the NYS Technology Law for notification obligations (https://its.ny.gov/sites/default/files/documents/business-data-breach-form.pdf).

- Updated communications will come from the superintendent or the Incident Response Manager. As staff receives requests from districts for information, they should pass those requests along to the Incident Response Manager.

- District staff should be informed by the Management Team what information is public and what is internal/confidential. However, district leadership should be aware that any material or information communicated to staff can and likely will be shared with the public, including the news media.

- Communication with news media will be initiated by the school district superintendent and/or designee. Incoming news media calls and requests for information will be directed through Incident Response Team Communication Specialist. A communication response plan (talking points, interview refusal statement, etc.) will be formulated as needed, with information coming from the superintendent or designee.

CYBERSECURITY INCIDENT PHASES

IDENTIFY

Overview

All **Clarence Schools** staff have a responsibility to remain vigilant and protect the data stored within the systems we support. Any event that threatens the confidentiality, integrity, or availability of the information resources we support or utilize internally should immediately be reported to a supervisor or the IRM if a supervisor is unavailable. Supervisors should immediately bring the incident to the attention of the IRM. Parents are encouraged to notify the district of possible breaches or improper disclosures of data using a form on the district website (see Appendix F).

Incident Types

Types of cyber incidents that may threaten the organization are:

- Unauthorized attempts to gain access to a computer, system, or the data within
- Service disruption, including Denial of Service (DoS) attack
- Unauthorized access to critical infrastructure such as servers, routers, firewalls, etc.
- Virus or worm infection, spyware, or other types of malware
- Non-compliance with security or privacy protocols
- Data theft, corruption, or unauthorized distribution

Incident Symptoms

Signs a computer may have been compromised include:

- Abnormal response time or non-responsiveness
- Unexplained lockouts, content, or activity
- Locally hosted websites won't open or display inappropriate content or unauthorized changes
- Unexpected programs running
- Lack of disk space or memory
- Increased frequency of system crashes
- Settings changes
- Data appears missing or changed
- Unusual behavior or activity by staff, students, partners, or other actors

ASSESS

Overview

Once an activity is reported, the IRM will determine the level of intervention required. Other members of the IRT may be required to provide input during this phase to help determine if an actual security threat exists. If it is determined there is an active security threat or evidence of an earlier intrusion, the IRM will alert the entire IRT immediately so that the situation may be dealt with as expeditiously as possible.

Considerations

- What are the symptoms?

- What may be the cause?

- What systems have been/are being/will be impacted?

- How widespread is it?

- Which stakeholders are affected?

Documentation

Regardless of whether it is determined there is a security threat, the IRM will accurately document the scenario in a Cybersecurity Incident Log. All Cybersecurity Incident Logs will be stored in a single location so incident information may be reviewed in the future. This report should contain information such as:

- Who reported the incident?

- Characteristics of the activity

- Date and time the potential incident was detected

- Nature of the incident (Unauthorized access, DDoS, Malicious Code, No Incident Occurred, etc.)

- Potential scope of impact

- Whether the IRT is required to perform incident remediation?

RESPOND

Briefing of Administration

Upon determining that a significant incident or breach has occurred, District Administration should be notified immediately. As additional information is uncovered throughout the investigation, the Administration should be briefed by the IRM so appropriate decisions, such as allocating additional staff, hiring outside consultants, and/or involving law enforcement can be made. Additionally, based on the incident, the Administration will determine the appropriate stakeholders to notify of the incident and the appropriate medium to do so. The administration should take into consideration the nature of the information or systems involved, the scope of the parties affected, timeliness, potential law enforcement interests, applicable laws, and the communication requirements of all parties involved. Sample communications documents may be found in Appendices D & E.

Initial Response

The first step in any cyber incident response should be to determine the origin of the incident and isolate the issue. This may involve measures up to and including immediately disconnecting particular workstations, servers, or network devices from the network to prevent additional loss. While this is occurring, it is necessary to examine firewall and system logs, as well as possibly perform vulnerability scans, to ensure the incident has not spread to other areas to define the entire scope of the incident.

Throughout this process, it will be critical to preserve all possible evidence and document all measures taken in detail. Thorough review and reporting on the incident will be required once the threat has been removed, the vulnerabilities have been removed and the systems have been restored.

Remediation and Recovery

Once the cause has been determined and appropriately isolated, the IRT will need to remove the vulnerabilities leading to the incident. This may involve some or all of the following:

- Install patches and updates on systems, routers, and firewalls

- Infections cleaned and removed

- Re-image or re-install operating systems of infected machines

- Change appropriate passwords

- Conduct a vulnerability scan of any compromised machines before reconnecting them to the network

- Restore system backups where possible

- Document all recovery procedures performed and submit them to the IRM

- Closely monitor the systems once reconnected to the network

REPORT

Overview

Once the threat has been mitigated and normal operation is restored, the IRM will compile all available information to produce an accurate and in-depth summary of the incident in an Incident Summary Report (ISR). A copy of the ISR is located in Appendix A. Throughout the incident, the IRT will have kept Incident Logs that contain detailed records wherever possible, and these shall serve as the basis of the report. Interviews will also be conducted with appropriate members of the IRT to obtain any additional information that may be available to augment the logs and records kept throughout the process. Additionally, as required by Part 121 of the Commissioner's Regulations the district will maintain a record of all complaints of breaches or unauthorized releases of student data and their disposition in accordance with applicable data retention policies using the log in Appendix H.

Report Contents

The Incident Summary Report (ISR) will include all pertinent information to the incident, but at a minimum:

- Dates and times of milestones throughout the process (e.g. incident detection, verification, notifications, remediation steps, completion, etc.)

- List of symptoms or events leading to the discovery of the incident

- Scope of impact

- Mitigation and preventative measures

- Restoration logs

- Stakeholder communications (including copies of memos, emails, etc. where possible)

Timeframe

The ISR should be prepared as expeditiously as possible following the incident so future preventative measures may be taken as quickly as possible. Information to prepare the ISR and interviews with the IRT should be conducted immediately to ensure the greatest possible accuracy of information.

REVIEW

Post-Incident Review Meeting

After the conclusion of the incident, the IRM and possibly select members from the IRT will meet with the administration to discuss the event in detail, review response procedures and construct a Process Improvement Plan (PIP) to prevent a reoccurrence of that or similar incidents, if necessary. The compiled Incident Report constructed by the IRM will serve as a guide for this meeting.

In the meeting, a full debrief of the incident will be presented and the findings discussed. The IRM will share the full scope of the breach (as comprehensively as possible), the cause(s) of the breach, how it was discovered, potential vulnerabilities that still exist, communication gaps, technical and procedural recommendations, and the overall effectiveness of the response plan.

The group will review the information presented will determine any weaknesses in the process and determine all the appropriate actions moving forward to modify the plan, address any vulnerabilities, and what communication is required to various stakeholders.

Process Improvement Plan

The IRM will draft a Process Improvement Plan (PIP), if necessary, based on the results of this meeting. The plan should discuss any applicable items necessary to prevent future incidents to the extent practicable, including cost and time frame requirements where possible. The PIP will also include a review strategy to ensure all recommendations made in the PIP are met in a timely fashion and functioning appropriately. Areas of focus may include, but are not limited to:

- New hardware or software required

- Patch or upgrade plans

- Training plans (Technical, end users, etc.)

- Policy or procedural change recommendations

- Recommendations for changes to the Incident Response Plan

- Regional communications recommendations

Additionally, the PIP must be kept strictly confidential for security purposes. Any communication required to clients or the public must be drafted separately and include only information required to prevent future incidents.

APPENDIX A:

INCIDENT SUMMARY REPORT

INCIDENT SUMMARY

Type of Incident	
Date Incident Originated	
Date Incident Was Detected	
By Whom Was the Incident Detected	
How Was the Incident Detected	
Scope of Incident (Districts / Systems Affected)	
Date Incident Corrected	
Corrective Action Types (Training, Technical, etc.)	

Summary of Incident Symptoms

Summary of Incident Type and Scope

Summary of Corrective Actions

Summary of Mitigation Processes and Internal Communication

Communications Log

Communication Date	Communication Type	Recipient(s)	Purpose

APPENDIX B:

PROCESS IMPROVEMENT PLAN TEMPLATE

PROCESS IMPROVEMENT PLAN

Areas of Success Summary

Areas in Need of Improvement Summary

Recommended Improvements to Avoid Future Incidents

Recommended Improvements to the Cybersecurity Incident Response Plan

Improvement	Timeframe	Cost

APPENDIX C:

INCIDENT LOG TEMPLATE

INCIDENT LOG

Incident Title   **Incident Opened Date**

Incident Description

Action / Event	Date/ Time	Performed / Reported by	Details

APPENDIX D:

SAMPLE PARENT LETTER

DATE

Dear Parents/Guardians,

This letter is to inform you of an incident that occurred within the **Clarence Central School District**. This incident resulted in student/parent data being compromised by an outside entity. Our Incident Response Team acted quickly to assess and mitigate the situation.

At this time, we can share the following details:
[insert a brief description of the breach or unauthorized release, the dates of the incident and the date of discovery; a description of the types of personally identifiable information affected; an estimate of the number of records affected; a brief description of the educational agency's investigation or plan to investigate]

Please know that **Clarence** is committed to protecting and securing educational data. Our team has extensive training in data security and privacy, and our systems have many controls in place to protect your child's educational records. Our team is working with a group of experts to review the incident and implement appropriate measures to protect against this type of incident from occurring in the future.

Please contact **Robert Raineri at rraineri@clarenceschools.org or 716-407-9144** with any questions you may have regarding this incident and our response.

Sincerely,

APPENDIX E

SAMPLE STAFF MEMO

DATE

Dear Staff,

This letter is to inform you of an incident that occurred within the **Clarence Central School District** system. This incident resulted in **staff** data being compromised by an outside entity. Our response team acted quickly to assess and mitigate the situation.

I wanted to ensure that you have key details of the incident, so you are well-informed when speaking with your colleagues. Please note that the **Clarence** administration is handling communication with the community and affected parties.

At this time, we can share the following details:
[insert a brief description of the breach or unauthorized release, the dates of the incident and the date of discovery; a description of the types of personally identifiable information affected; an estimate of the number of records affected; a brief description of the educational agency's investigation or plan to investigate]

As more details become available, we will be disseminated as appropriate. Please contact **Robert Raineri at rraineri@clarenceschools.org or 716-407-9144** should you have any questions or immediate concerns regarding this incident.

Sincerely

APPENDIX F

PARENT COMPLAINT FORM

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Parents, eligible students (students who are at least 18 years of age or attending a postsecondary institution at any age), principals, teachers, and employees of an educational agency may file a complaint about a possible breach or improper disclosure of student data and/or protected teacher or principal data using this form. A privacy complaint may be made using this form and mailing the form to the district's Data Protection Officer at 9625 Main St, Clarence, NY 14031.

CONTACT INFORMATION

First Name:

Last Name:

Phone Number:

Email:

Role:

IMPROPER DISCLOSURE OR BREACH OF INFORMATION

Date Violation Occurred:

Description of Data Compromised:

Description of Improper Disclosure or Breach:

Additional Information:

APPENDIX G

PARENT COMPLAINT LOG TEMPLATE

PARENT COMPLAINT LOG

Complainant Name	Date Complaint submitted
Description of the Complaint	
Findings	
Date the Finding Report was Shared with the Complainant	

PART 121 OF THE COMMISSIONER'S REGULATIONS REQUIREMENT

Educational agencies must maintain a record of all complaints of breaches or unauthorized releases of student data and their disposition in accordance with applicable data retention policies, including the Records Retention and Disposition Schedule ED-1 (1988; rev. 2004), as set forth in section 185.12, Appendix I of this Title.

APPENDIX H

SAMPLE PARENT COMPLAINT REPORT

DATE

Dear **XXXXXXX**,

On **XXXXXXX** you notified **XXXXXXX** about a possible breach or improper disclosure of student data. Our Incident Response Team acted quickly to assess the situation and the report below summarizes the results of our investigation.

[insert a brief description of the complaint and findings]

XXXXXXX is committed to protecting and securing educational data. Please contact **XXXXXXX** with any questions you may have regarding the investigation and this report.

Sincerely,

PART 121 OF THE COMMISSIONER'S REGULATIONS REQUIREMENT

Following its investigation, the educational agency shall provide the parent or eligible student with a report of its findings within a reasonable period but no more than 30 calendar days from receipt of such complaint by the educational agency. In extenuating circumstances, where the educational agency requires additional time to investigate the complaint or cooperate with law enforcement, or where releasing the report may compromise security or impede the investigation of the incident, the educational agency shall provide the parent or eligible student with a written explanation that includes the approximate date when the educational agency anticipates that the report will be released.