



**JEFFREY S. MOQUIN**  
**CHIEF OF STAFF**

**Signatures on File**

August 8, 2022

TO: All School Board Employees

FROM: Aston A. Henry, Director  
Risk Management Department

VIA: Jeffrey S. Moquin  
Chief of Staff

**SUBJECT: SECURITY AND PRIVACY AWARENESS: MANDATORY ONLINE TRAINING**

To promote employees' safe cyber use behavior, as well as to protect students', parents' and employees' privacy rights, the District's Information and Technology Department and Risk Management Department have developed an annual training to cover essential security and privacy practices. Among the topics you will find in the security section: creating strong passwords to prevent hacking, safeguarding against computer viruses, and avoiding phishing attacks. The privacy portion includes helpful information about education records covered by the Family Educational Rights and Privacy Act (FERPA). In addition, employee rights protected by the Health Insurance Portability and Accountability Act (HIPAA) are also reviewed.

**ALL EMPLOYEES** are **REQUIRED** to complete the Security and Privacy Awareness course on Learning Across Broward (LAB) **no later than Friday, September 16, 2022**. Course completion will be tracked electronically and kept on file each school year.

For schools and locations requesting more in-depth information on these topics, in-person presentations are available upon request. Please contact Teresa Macri, Director, IT Security, Information and Technology Department at 754-321-0300 or at [tmacri@browardschools.com](mailto:tmacri@browardschools.com) (for cyber security training) and Todd Sussman, Privacy Officer, Risk Management Department at 754-321-1914 or at [todd.sussman@browardschools.com](mailto:todd.sussman@browardschools.com) (for privacy awareness training).

The District is committed to protecting the cyber security and privacy rights of all students and employees.

JSM/AAH:dk

- c. School Board Members  
Senior Leadership Team  
Aston A. Henry, Director, Risk Management Department  
Teresa Macri, Director, IT Security, Information and Technology Department  
Todd Sussman, Privacy Officer, Risk Management Department