

# Boardmaker® 7

## Organization

### Security White Paper

Boardmaker 7 Organization provides critical day-to-day education and therapy services to professionals and students within your district. Learn how Boardmaker has been built to deliver reliable and secure service within your district's existing network and security infrastructure.

#### Introduction

Boardmaker 7 Organization is a hybrid (web + installed) system that allows district staff to create and distribute accessible instructional materials to students across multiple platforms, including the iPad and Chromebooks. Please note that staff cannot create materials on iPad, they can only distribute. With built-in tracking tools and a huge library of included activities, an Organization account can meet a wide variety of needs across multiple educational programs (Special Education, Early Childhood, RTI, ELL) within your district.

#### Boardmaker 7 Organization functionality includes:

- Create and edit existing activities using the installed (web-connected) Boardmaker 7 Editor on Windows, Mac, and Chromebooks
- Online storage and management of activities
- Large included library of College and Career Readiness aligned activities
- Instructors can print any activity from any computer
- Instructors and students can play any activity on Window, Mac, Chromebook or iPad
- Instructors can assign activities to individual students
- Students will have six different ways to make the lesson accessible
- Instructors can track student performance against IEP goals and educational standards

Boardmaker 7 Organization is hosted entirely in Microsoft Azure Cloud Services. The service is composed of three main components:

- Boardmaker Portal: Each Organization customer is provided with a dedicated, unique URL of the form (<districtname>.boardmakeronline.com) for access to their account. An instructor or administrator simply visits the secure site, enters their account email/password to access their particular user account within their organization's account.
- Boardmaker 7 Student Center App: A free app is available for Windows, Mac, iPad, and Chromebooks that allow students access to their assigned activities. The difference is that the app downloads the student's activities at login so that the mobile device can still be used to operate the activities without internet access.

Protecting the integrity and the privacy of data associated with students is a high priority. In addition, to ensure low total cost of implementation (TCI), online educational systems must integrate smoothly with a district's existing security infrastructure and require little IT support. Boardmaker 7 Organization was developed with both of these goals in mind. Secure from the ground up, Boardmaker 7 Organization uses an ASP model designed expressly to ensure robust and secure operation by communicating through secure internet protocols and standard ports.

### **Secure facility**

Boardmaker 7 Organization software, communication and database servers are hosted in the Microsoft Azure Cloud, which is a highly secured Tier 1 data center. Physical access to servers is not allowed. Search services are currently provided by Elastic Search, which has similar facility security.

### **Secure platform**

Boardmaker 7 Organization runs on hardened Windows servers with automatically updated security patches. The software is deployed to a secure scalable environment, with traffic SSL encrypted at 256 bits. The servers are configured with DDOS protection, automatic attack mitigation, continuous traffic monitoring, dedicated IP addresses, and with a dedicated security group defining database security.

### **Scalable and reliable infrastructure**

The Boardmaker infrastructure is both robust and secure. The system is automatically load balanced across a scalable server architecture to ensure high availability. Automatic continuous backup systems are in place for the database, binary file storage, apps, and application assets allowing for fast, comprehensive recovery in the event of a failure.

### **Protecting customer privacy**

Tobii Dynavox understands that school districts are concerned about privacy. We have a strong privacy policy (accessible here) that prohibits unauthorized disclosure of student or district information to any third party. In addition to Tobii's general Privacy Policy, the Tobii Dynavox (TD) business has adopted a Student Data Privacy Policy that outlines its adherence to FERPA, the U.S. Family Educational Rights and Privacy Act (20 U.S.C. §1232g, 34 CFR Part 99).

### **Protecting student data**

There is a security option built into Boardmaker 7 Organization that will disallow the entry of student's last names or the uploading of profile photos. With this option enabled, even if the student data was accessed by an unauthorized individual, a student performance results or IEP goals could not be associated with a particular individual without access to the district's full student information database.

### **Teacher email addresses**

Each instructor account must include a valid email address. Districts may want to ensure that instructors only use district provided email addresses. Instructors without admin privileges do not have the ability to change their own email address. If the Administrator configures all accounts to use district provided email addresses, they cannot be changed.

### **Disclosure of customer information**

To deliver the Boardmaker Online service, Tobii Dynavox must collect certain user information, including first/last name, email address and account-level passwords. Unless expressly authorized, Tobii Dynavox will not disclose this confidential information to any third party or use this information in any manner other than to deliver agreed services. Tobii Dynavox may send service update messages to its users at the email addresses they provided when creating an account.

Even when Boardmaker 7 Organization is accessed from a public PC, no personal data is left behind that could pose a privacy threat. After a session ends, browser history indicates that Boardmaker 7 Organization was accessed – but information in the history cannot be used to access the account. The site also includes an auto logout timer so unattended accounts will logout automatically to enhance security.

### **Access to customer information**

Tobii Dynavox staff are the only individuals with access to Tobii Dynavox servers – limited access is granted on a need-to-know basis for the express purpose of customer support and infrastructure maintenance.

Tobii Dynavox tracks domain names and browser types for traffic management. Stream analytics are stored for 60 days and used for error logging, troubleshooting, and general maintenance.

## User privileges

Boardmaker 7 Organization allows an Organization to control which members of the organization can create and modify new user accounts and access district account settings. The chart below shows the three possible roles and functions that can be performed.

Role	Students	Instructors	Reporting & More
<b>Instructor</b>	Manage students assigned to me <ul style="list-style-type: none"> <li>▪ Assign activities</li> <li>▪ Edit access settings</li> <li>▪ Manage IEP goals</li> </ul>	<ul style="list-style-type: none"> <li>▪ Nothing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Run reports on students assigned to me</li> </ul>
<b>Instructor w/ Local Admin Privileges</b>	Same as above plus: <ul style="list-style-type: none"> <li>▪ Search for students and add them to your classroom</li> <li>▪ Edit student profile</li> <li>▪ Add new students</li> </ul>	<ul style="list-style-type: none"> <li>▪ Nothing</li> </ul>	Same as above
<b>Instructor w/ Admin Privileges</b>	Same as above plus: <ul style="list-style-type: none"> <li>▪ Pick which students are assigned to me</li> <li>▪ Assign students to other instructors</li> <li>▪ Edit student profile</li> <li>▪ Archive students</li> <li>▪ Add new students</li> <li>▪ Bulk import new students</li> </ul>	<ul style="list-style-type: none"> <li>▪ Edit instructor profile</li> <li>▪ Add new instructors</li> <li>▪ Delete instructors</li> </ul>	Same as above
<b>Instructor w/ Organization Admin Privileges</b>	Same as above plus: <ul style="list-style-type: none"> <li>▪ Bulk export of student account information</li> </ul>	Same as above plus: <ul style="list-style-type: none"> <li>▪ Set account privileges for Instructors</li> <li>▪ Bulk export of Instructor account information</li> <li>▪ Bulk import new instructors</li> </ul>	Same as above plus: <ul style="list-style-type: none"> <li>▪ Organization level reporting with filters</li> <li>▪ District account management</li> <li>▪ Standards management</li> <li>▪ Software download center access</li> <li>▪ District account settings</li> <li>▪ Site appearance</li> <li>▪ General settings</li> <li>▪ Hierarchy settings</li> <li>▪ Community Settings</li> <li>▪ Privacy settings</li> <li>▪ Instructional Level</li> </ul>

## Firewall compatibility

Boardmaker 7 Organization is firewall friendly. It generates only outgoing HTTP/TCP to ports 80, 443. Because most firewalls are already configured to permit outgoing Web traffic, you do not have to bypass or compromise your district or location firewall.

## Protecting confidential data

Boardmaker 7 Organization uses a highly compressed, encrypted stream to ensure data confidentiality without sacrificing performance. All traffic between the user's browser and the server is protected with end-to-end 256-bit RSA encryption. We use a Premium SSL wildcard certificate.

## Advanced encryption

Boardmaker 7 Organization uses 256-bit RSA encryption. Through industry-standard encryption methods, Boardmaker 7 Organization can help an organization implement strong security policies and conform to district privacy mandates.

## Password Protection

Any system that allows users to login can be compromised by using weak passwords that can easily be guessed, or by sharing passwords. Boardmaker Online enforces a minimum password length of 6 characters, and it does display password strength when users are creating or changing their passwords.

## Password Recovery

If an instructor forgets their password, the login screen has a "Forgot Password" link that will ask for their email address. If the address matches the one we have in the system, an email will be sent with a link to allow the user to enter a new password.

If a student forgets their password, they should ask their instructor to reset their password.

## Inactivity time-outs

Users walk away from laptop and desktop computers, and may switch away from the Student Center app without logging out. Boardmaker 7 Organization addresses this by applying inactivity time-outs. Users are automatically logged out of the website or app if their SSL connection is inactive for an extended period.

## Conclusion

Tobii Dynavox's approach to security and privacy is simple: Start with a secure hosted service and operational practices that preserve customer privacy. Protect data connections with authentication and state-of-the-art encryption to keep traffic safe. Integrate this solution seamlessly with each district's existing network and security infrastructure. Provide flexible administrative controls for user management. The end result: Boardmaker 7 Organization is a robust, secure education management and delivery system with low total cost of implementation (TCI).

## Tobii Dynavox

Product information: [get.boardmakeronline.com](https://get.boardmakeronline.com)

Sales inquiries: **1-800-588-4548**

For more information on Tobii Dynavox please visit [www.goboardmaker.com](http://www.goboardmaker.com) or [www.tobiidynavox.com](http://www.tobiidynavox.com)

## About Tobii Dynavox

Tobii Dynavox, is the leading provider of speech-generating devices and symbol-adapted special education software used to assist individuals in overcoming their speech, language and learning challenges. These solutions are designed to help individuals who have complex communication and learning needs participate in the home, classroom and community. Our mission is to enable our customers to realize their full communication and education potential by developing industry-leading devices, software and content, and by providing the services to support them. We assist individuals, families and professionals with an extensive field support organization, as well as centralized technical and reimbursement support. For more information, visit [www.tobiidynavox.com](http://www.tobiidynavox.com).