Security in Edwin Analytics is administered through a user's organizational membership and the security role assigned to that user. Within the application these organizations and roles determine what reports a user can run and what data can be seen within the report, for example, many reports and cubes suppress small cell numbers for users who do not have permission to see this data.

*Who* should be allowed to see *what* is determined locally and FERPA requirements should be followed which include the signing of a local data access use policy. Organizations should have an active data use policy in place. Once the data use policy is signed, an organization’s Directory Administrator (DA) can assign the proper roles based on the data the user is permitted to see. A list of DAs for various organization types is available on the [ESE’s public website](http://www.doe.mass.edu/infoservices/data/diradmin/list.aspx) and a complete list of roles is included below with an additional chart to assist in understanding the roles available to K-12 public and charter schools.

Please refer to the State’s [Data Access Policy](http://www.doe.mass.edu/edwin/AccessPolicy.docx) for additional guidance. Edwin Analytics has taken the place of the Education Data Warehouse; this document continues to provide a thorough summary of state and local organizations’ responsibilities in protecting student data.

Edwin Analytics is used by the following educational organizations:

#### K-12 Education Providers

Charter Districts

Charter Schools

Public School Districts

Public Schools

#### K-12 Education Providers of Additional Services

Collaboratives

Collaborative Programs

Special Education Agencies

Approved Private Special Educational Schools

DYS/SEIS

#### Education Preparation Program Provider Security Roles

ESE Educator Preparation Unit

Educator Preparation Program Provider

Colleges, Universities, etc.

#### Massachusetts State Agencies

ESE

DHE

ABE

EEC

DYS/SEIS

# **Security Roles**

Below is a list of all the Edwin Analytics roles (some of them are a combination of roles), the organizations each role is available to, and the data to which each role provides access.

# **K-12 Education Provider Security Roles**

## Edwin Analytics Agg Reports

* Available to: Public/Charter School Districts
* Provides: All aggregated public data in reports where small cells are suppressed.

## Edwin Analytics District Administrator

* Available to: Public/Charter School Districts, Public/Charter Schools
* Provides: Student level data for the user's district. Security in the reports restricts the access to only their district’s data.

## Edwin Analytics School Administrator

* Available to: Public/Charter School Districts, Public/Charter Schools
* Provides: Student level data for the user's school. Security in the reports restricts the access to only their school’s data.

Note: It is not necessary to grant the school administrator role if the user has been given the district administrator role.

## Edwin Analytics District Administrator / School Administrator with Edwin Analytics Evaluator

* Available to: Public/Charter School Districts, Public/Charter Schools
* This combination of two roles provides: Access to the same student level data as described above plus access to student data in the classroom reports for the purpose of evaluating teacher performance.

Note: The Evaluator role must be assigned at the same organization as the Administrator role and should never be the ONLY Edwin Analytics role assigned as it does NOT provide access to Edwin Analytics but only to additional reports within Edwin Analytics.

## Edwin Analytics District Administrator / School Administrator with Edwin Analytics Educator Performance Ratings

* Available to: Public/Charter School Districts, Public/Charter Schools
* This combination of two roles provides: Access to the same student level data as described above plus access to Educator Performance Ratings at the individual educator level and student data by classroom.

Note: The Educator Performance Ratings role must be assigned at the same organization as the Administrator role and should never be the ONLY Edwin Analytics role assigned as it does NOT provide access to Edwin Analytics but only to additional reports within Edwin Analytics.

## Global Role: Teacher

* Available to: Public/Charter School Districts
* Provides: Classroom reports, where “classrooms” and their teacher-student relationships are identified by the EPIMS-SCS October and June collections. Teachers can run reports for their latest school year plus two previous school years. Current year classrooms are available for SIF-enabled districts submitting complete EPIMS-SCS data via SIF.

Note: A [MEPID](http://www.doe.mass.edu/licensure/elar/mepid.html) is required when assigning this role.

## Edwin Analytics Collaborative Agency Admin / Collaborative Program Admin

* Available to: Collaborative Agencies and Programs
* Provides: Similar to the District and School Administrator roles but only two student level reports are available and only one aggregate report summarizes at the collaborative agency level: MCAS Achievement Distribution by Year, District (PE305).

## Edwin Analytics Private Special Ed Agency Admin / Private Special Ed School Admin

* Available to: Private Special Education Agencies and Programs
* Provides: Similar to the District and School Administrator roles but only two student level reports are available and only one aggregate report summarizes at the private special education agency level: MCAS Achievement Distribution by Year, District (PE305).

## Edwin Analytics SEIS Agency Admin / DYS/SEIS Program Admin

* Available to: SEIS Agencies and DYS/SEIS Programs
* Provides: Similar to the District and School Administrator roles but only two student level reports are available.

# **Education Preparation Program Provider Security Roles**

## Edwin Analytics ESE Ed Prep Review (EPPL)

* Available to: ESE Ed Prep Personnel.
* Provides: Educator preparation program aggregate and student level reports.

## Edwin Analytics Ed Prep Program Provider (EPPP)

* Available to: Ed Prep Providers. Note: This role shows no data if your organization has no prep program.
* Provides: Educator preparation program aggregate and student level reports.

# **State Agency Security Roles**

## Edwin Analytics ESE Agg Reports and Cubes

* Available to: Elementary & Secondary Education Agency Users
* Provides: All aggregated public data as well as reports and cubes where small cells are NOT suppressed.

## Edwin Analytics ESE Student

* Available to: Elementary & Secondary Education Agency Users
* Provides: Student level data across the state. Does not provide access to classroom reports unless the Edwin Analytics Evaluator role is added.

## Edwin Analytics DHE User / Edwin Analytics DHE Agg Reports

* Available to: Department of Higher Education Users
* Provides: DHE reports.

## Edwin Analytics ABE Agg Reports

* Available to: Adult & Community Service Learning Users
* Provides: ABE reports and student level data.

## Edwin Analytics EEC Agg Reports

* Available to: Department of Early Education & Care Users
* Provides: EEC reports and student level data.