Online Technical Information

Technical details for system requirements, privacy policy, and security features of The Quick Interactive Language Screener™ (QUILS™) (my.quilscreener.com).

About QUILS

QUILS is a web-based screening tool, hosted on Brookes Publishing Co.'s servers in Lansing, MI with a Tier-1 Managed Hosting Company. QUILS is a WordPress application, using a MySQL Server database.

QUILS Online Requirements

Each user computer or tablet must have the following:

- The most current version of your preferred web browser (e.g., Firefox, Chrome, Safari) to ensure the security and reliability of administration. Do not use Internet Explorer as it can cause a variety of functionality issues, including interference with the audio in the screener and issues with how the web site displays.

- Browser must be configured to accept cookies and pop-ups.

- Browser must have JavaScript enabled.

- Browser must have the "print graphics and colors" option checked in order to download and print reports correctly.

- To view tutorial and resource videos outside the screener itself, ensure you have the latest free version of Adobe Flash Player downloaded (http://www.adobe.com/products/flashplayer/).

- To download reports and other documents, the free Adobe Acrobat Reader® (http://get.adobe.com/reader/) is required.

Account Security

Security Overview

Brookes Publishing Co. is committed to keeping your data safe, secure, and private. Our Tier 1 hosting company, Liquid Web, Inc., has received its SSAE-16 (formerly SAS 70) certification, one of the most widely recognized auditing standards for service companies. Liquid Web, Inc. servers are protected via ServerSecure™, an exclusive Liquid Web offering security and reliability for the QUILS operations. Liquid Web protects your information with industry standard Internet security measures and has the appropriate physical and technical safeguards in place. When you use our secure online services, we protect your data in a secure, restricted-access environment. Your account information or specific screening data remains yours and cannot be shared with any third party without your prior approval.

Network Security

Browser-level encryption protects all of your confidential data and information. QUILS uses 256-bit Secure Sockets Layer (SSL) encryption, which is implemented for sensitive and important data such as financial, military, or government-owned data to ensure that data are secure from interception during transmission. To authorize and certify access, the QUILS uses Trustwave, an advanced security solution designed to provide secure communications and transactions over the Internet and private networks. SSL prevents unauthorized access to your data and the dynamic security site seal gives you confidence in the site's identity.

Access Security

Our servers are protected by industry standard firewall technology. Only authorized traffic and requests from legitimate sources are allowed through our firewalls to ensure the safety of both user's data and our server equipment.

Data Security

Brookes Publishing Co. takes precautions to protect the confidentiality and security of the data collected and stored in the QUILS database by using industry-recognized security safeguards such as firewalls, coupled with carefully developed security procedures to protect your information from loss, misuse, or unauthorized alteration. Liquid Web's Guardian Backup & Recovery regularly creates backups of the site and all data and is designed to recover data quickly in the event of a hardware or disk failure. All data are backed up in full both locally and remotely on a daily basis. Backed-up data are stored at a secure site for a period of 90 days.

Physical Security

Our databases and the servers on which we store site information are kept in a secure Tier 1 data center that includes physical security, conditioned power, environmental controls, uninterruptible power supplies, diesel generator, and fire suppression technologies. Our databases and customer service systems are protected by employee-specific passwords. Furthermore, all employees and outside contractors are kept up-to-date on our security and privacy practices. Each year, as well as any time policies are added or modified, our employees are notified and/or reminded about the importance we place on privacy and what they can do to ensure that our customers' information is protected.

Password Security

Users may only gain access to the QUILS web site's content and services by providing a valid user name and password combination, which is encrypted during transmission via SSL, the industry standard security protocol. Secure pages can be recognized by the lock icon on the bottom of the web browser. Access to the personal information—not just the sensitive information—that you provide during the registration process or put on the QUILS web site (with the exception of information on the survey, which you voluntarily submit at your own risk) is restricted to only staff of Brookes Publishing Co. and any outside contractor who need the information to perform a specific job. No access is allowed to the site without a valid username and password combination. A username must be unique across the entire QUILS system.

FERPA Compliance

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. In addition to the security services and tools we employ to protect your data, the QUILS also offers blinded reports and data exports to ensure that the privacy of the student is preserved.

If this law applies to your organization and you are a QUILS™ user, you must be aware of your obligations under, and respect the terms of, this law. For more information on FERPA, follow this link:
http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

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