

Student Data Privacy and Security

Sublette County School District #9 (District) is required to establish and maintain guidelines for the collection, access, privacy, security and use of student data by school districts. The guidelines shall, at a minimum, be in compliance with the federal Family Educational Rights and Privacy Act (FERPA) and other relevant federal and state laws. The Superintendent and/or designee shall develop and maintain administrative regulations, guidelines and procedures to protect the privacy and security of student data. This policy applies to all employees and/or contractors of the District. Any violation of this policy will be subject to disciplinary action allowed by Board Policy including reprimand, suspension, termination or any remedies allowed by law.

STUDENT DATA PRIVACY & SECURITY

The Superintendent and/or designee shall develop and implement student data privacy and security guidelines and procedures. These guidelines and procedures provide detailed information and steps to ensure the privacy of student data and that only authorized individuals or entities have access. These guidelines and procedures shall also provide detailed information and mechanisms to ensure student data is secure in transit and at rest. These guidelines and procedures shall be included in the Sublette County School District #9 Technology and Data Guidelines. The District Technology and Data Guidelines will be approved annually by the Board of Trustees per policy (CHCA). These guidelines and procedures shall include the following:

1. Data Collection
2. Authorized and Authentication Mechanisms for Assessing Student Data
3. Administrative, Physical, and Logical Security Safeguards: Including Employee Training and Data Encryption.
4. Privacy and Security Compliance
5. Process for Identification and Response to Data Security Incidents: Including Breach Notification and Mitigation Procedures
6. Standards for Retention and Verified Destruction of Student Data

Adopted: 01/15/18