



Data Governance and Use Policy

Approved by the Winston County Board of Education
January 30, 2018

TABLE OF CONTENTS

INTRODUCTION

Data Governance Committee

Committee Meetings

POLICY

APPENDICES

A: Laws, Statutory, Regulatory, and Contractual Security Requirements

B: Information Risk Management Practices

C: Definitions and Responsibilities

D: Data Classification Levels

E: Acquisition of Software Procedures

F: Virus, Malware, Spyware, Phishing and SPAM Protection

G: Physical and Security Controls

H: Password Control Standards

I: Purchasing and Disposal Procedures

J: Data Access Roles and Permissions

K: Technological Services and Systems Memorandum of Agreement (MOA)

L: Student Data Confidentiality Agreement

RESOURCES

1: ALSDE State Monitoring Checklist

2: Record Disposition Requirements

3: General Guidelines for Email and Social Media Usage

4: Agreements for Contract Employees Including Long Term Substitutes

Introduction

Protecting the privacy of our students and staff is an important priority, and Winston County Schools is committed to maintaining strong and meaningful privacy and security protections. The privacy and security of this information is a significant responsibility and we value the trust of our students, parents, and staff. Winston County Schools expects its employees to abide by the requirements of these procedures; however, nothing herein shall be construed to create any liability, legal entitlement, or duty to a third party not specifically provided by law.

The Winston County Schools Data Governance and Use document includes information regarding the Data Governance Committee, the actual Winston County Schools Data and Information Governance and Use Policy, applicable Appendices, and Supplemental Resources.

The policy formally outlines how operational and instructional activity should be carried out to ensure Winston County Schools' data is accurate, accessible, consistent, and protected. The document establishes who is responsible for information under various circumstances and specifies what procedures should be used to manage and protect it.

A data governance policy should be a living document. To make the document flexible, the procedures and processes are in the Appendices. With the Board's permission, the Data Governance Committee may quickly modify information in the Appendices in response to changing needs. All modifications will be posted on the Winston County Schools website.

Data Governance Committee

The Winston County Schools 2017-2018 Data Governance committee consists of:

1. Greg Pendley, Superintendent
2. Jim Moore, Technology Director
3. Micah Smothers, Addison High School Principal
4. Jeff Scott, Addison Elementary School Principal
5. Keith Hood, Double Springs Elementary School Principal
6. Ben Aderholt, Double Springs Middle School Principal
7. Todd Tittle, Lynn High School Principal
8. Jennifer Baker, Lynn Elementary School Principal
9. Marla Murrah, Meek High School Principal
10. Heather Tucker, Meek Elementary School Principal
11. Jeff Cole, Winston County High School Principal
12. Bart Shannon, Winston County Technical Center Director

All members of the Winston County Schools Administrative Team and the Technology Department will serve in an advisory capacity to the committee and will be called upon to attend meetings when the topic of the meeting requires his or her expertise.

Committee Meetings

The Data Governance committee will meet at least annually. Additional meetings will be called as needed. Some meetings may be conducted virtually or via email.

Winston County Schools Data and Information Governance and Use Policy

I. PURPOSE

- A. It is the policy of Winston County Schools that data or information in all its forms (written, electronic, or printed) is protected from accidental or intentional unauthorized modification, destruction or disclosure throughout its life cycle. This protection includes an appropriate level of security over the equipment, software, and practices used to process, store, and transmit data or information.
- B. The data governance policies and procedures will be documented and reviewed annually by the data governance committee.
- C. Winston County Schools will conduct annual training on their data governance policy and document the training.
- D. The terms data and information are used separately, together, and interchangeably throughout the policy. The intent is the same.

II. SCOPE

The Superintendent is authorized to establish, implement, and maintain data and information security measures. The policy, standards, processes, and procedures apply to all students and employees of the district, contractual third parties and agents of the district, and volunteers who have access to district data systems or data.

This policy applies to all forms of data and information, including but not limited to:

- A. Speech, spoken face to face, or communicated by phone or any current and future technologies,
- B. Hard copy data printed or written,
- C. Communications sent by post/courier, fax, electronic mail, text, chat and or any form of social media, etc.,
- D. Data stored and/or processed by servers, PC's, laptops, tablets, mobile devices, etc., and
- E. Data stored on any type of internal, external, or removable media or cloud based services.

III. REGULATORY COMPLIANCE

The district will abide by any law, statutory, regulatory, or contractual obligations affecting its data systems. Winston County Schools complies with all applicable regulatory acts including but not limited to the following:

- A. Children's Internet Protection Act (CIPA)
- B. Children's Online Privacy Protection Act (COPPA)
- C. Family Educational Rights and Privacy Act (FERPA)
- D. Health Insurance Portability and Accountability Act (HIPAA)
- E. Payment Card Industry Data Security Standard (PCI DSS)

**See also Appendix A (Laws, Statutory, Regulatory, and Contractual Security Requirements.)*

IV. RISK MANAGEMENT

- A. A thorough analysis of all Winston County Schools' data networks and systems will be conducted on a periodic basis to document and eliminate any threats and vulnerabilities to stored and transmitted data.
- B. The Superintendent or designee administers periodic risk assessments to identify, quantify, and prioritize risks. Based on the periodic assessment, measures are implemented that mitigate the threats by reducing the amount and scope of the vulnerabilities. The Data Governance Committee will be informed of this assessment and action plan.

** See also Appendix B (Information Risk Management Practices)*

**See also Appendix C (Definitions and Responsibilities)*

V. DATA CLASSIFICATION

Classification is used to promote proper controls for safeguarding the confidentiality of data. Regardless of classification, the integrity and accuracy of all classifications of data are protected. The classification assigned and the related controls applied are dependent on the sensitivity of the data. Data are classified according to the most sensitive detail they include. Data recorded in several formats (e.g., source document, electronic record, report) have the same classification regardless of format.

**See also Appendix D (Data Classification Levels)*

VI. SYSTEMS AND INFORMATION CONTROL

Any computer, laptop, mobile device, printing and/or scanning device, network appliance/equipment, AV equipment, server, internal or external storage, communication device or any other current or future electronic or technological device may be referred to as systems. All involved systems and information are assets of Winston County Schools and are expected to be protected from misuse, unauthorized manipulation, and destruction. These protection measures may be physical and/or software based.

- A. **Ownership of Software:** All computer software developed by Winston County Schools employees or contract personnel on behalf of Winston County Schools, licensed or purchased for Winston County Schools use is the property of Winston County Schools and must not be copied for use at home or any other location, unless otherwise specified by the license agreement.
- B. **Software Installation and Use:** All software packages that reside on technological systems within or used by Winston County Schools must comply with applicable licensing agreements and restrictions and must comply with Winston County Schools' acquisition of software procedures.
**See also Appendix E (Acquisition of Software Procedures)*
- C. **Virus, Malware, Spyware, Phishing and SPAM Protection:** Virus checking systems approved by the District Technology Department are deployed using a multi-layered approach (computers, servers, gateways, firewalls, filters, etc.) that ensures all electronic files are appropriately scanned for viruses, malware, spyware, phishing and SPAM. Users are not authorized to turn off or disable Winston County Schools' protection systems or to install other systems.
**See also Appendix F (Virus, Malware, Spyware, Phishing and SPAM Protection)*
- D. **Access Controls:** Physical and electronic access to information systems that contain Personally Identifiable Information (PII), Confidential information, Internal information and computing resources is controlled. To ensure appropriate levels of access by internal workers, a variety of security measures are instituted as recommended by the data governance committee and approved by Winston County Schools. In particular, the data governance committee shall document roles and rights to the student information system and other like systems. Mechanisms to control access to PII, Confidential information, Internal information and computing resources include, but are not limited to, the following methods:
 1. **Authorization:** Access will be granted on a "need to know" basis and must be authorized by the Superintendent, administrator, or immediate supervisor with the assistance of the Technology Director and/or Information Security Officer (ISO). Specifically, on a case-by- case basis, permissions may be added in to those already held by individual users in the student management system, again on a need-to-know basis and only in order to fulfill specific job responsibilities.

2. **Identification/Authentication:** Unique user identification (User ID) and authentication are required for all systems that maintain or access PII, Confidential information, and/or Internal Information. Users will be held accountable for all actions performed on the system with their User ID. User IDs must NOT be shared.
3. **Data Integrity:** Winston County Schools provides safeguards so that PII, Confidential, and Internal Information is not altered or destroyed in an unauthorized manner. Core data are backed up to onsite and offsite storage for disaster recovery. In addition, listed below are methods that are used for data integrity in various circumstances:
 - transaction audit
 - disk redundancy (RAID)
 - ECC (Error Correcting Memory)
 - checksums (file integrity)
 - data encryption
 - data wipes
4. **Transmission Security:** Technical security mechanisms are in place to guard against unauthorized access to data that are transmitted over a communications network, including wireless networks. The following features are implemented:
 - integrity controls and
 - encryption, where deemed appropriate

Note: Only WCS district-supported email accounts should be used for communications to and from school employees, to and from parents or other community members, to and from other educational agencies, to and from vendors or other associations, and to and from students for school business.

***See also Resource 3: Excerpts from Email Guidelines**
5. **Remote Access:** Access into Winston County Schools' network from outside is allowed using the WCS Portal. All other network access options are strictly prohibited without explicit authorization from the Technology Director, or Superintendent. Further, PII, Confidential Information and/or Internal Information that is stored or accessed remotely must maintain the same level of protections as information stored and accessed within the Winston County Schools' network.

6. **Physical and Electronic Access and Security:** Access to areas in which information processing is carried out must be restricted to only appropriately authorized individuals. At a minimum, staff passwords must be changed annually.
- No PII, Confidential and/or Internal Information should be stored on a device itself such as a hard drive, mobile device of any kind, or external storage device that is not located within a secure area.
 - No technological systems that may contain information as defined above should be disposed of or moved without adhering to the appropriate Purchasing and Disposal of Electronic Equipment procedures.
 - It is the responsibility of the user to not leave these devices logged in, unattended, and open to unauthorized use.

**See also Appendix G (Physical and Security Controls Procedures.)*

**See also Appendix H (Password Control Standards.)*

**See also Appendix I (Purchasing and Disposal Procedures.)*

**See also Appendix J (Data Access Roles and Permissions.)*

E. **Data Transfer/Exchange/Printing**

1. **Electronic Mass Data Transfers:** Downloading, uploading or transferring PII, Confidential Information, and Internal Information between systems must be strictly controlled. Requests for mass download of, or individual requests for, information for research or any other purposes that include PII must be in accordance with this policy and be approved by the Superintendent. All other mass downloads of information must be approved by the Superintendent and/or the Technology Director and include only the minimum amount of information necessary to fulfill the request. A Memorandum of Agreement (MOA) must be in place when transferring PII to external entities such as software or application vendors, textbook companies, testing companies, or any other web based application, etc. unless the exception is approved by the Superintendent.
**See also Appendix K (Winston County Schools Memorandum of Agreement.)*
2. **Other Electronic Data Transfers and Printing:** PII, Confidential Information, and Internal Information must be stored in a manner inaccessible to unauthorized individuals. PII and Confidential Information must not be downloaded, copied or printed indiscriminately or left unattended and open to compromise. PII that is downloaded for educational purposes where possible should be de-identified before use.

- F. **Oral Communications:** Winston County Schools' staff should be aware of their surroundings when discussing PII and Confidential Information. This includes but is not limited to the use of cellular telephones in public areas. Winston County Schools' staff should not discuss PII or Confidential Information in public areas if the information can be overheard. Caution should be used when conducting conversations on campus and off campus in: semi-private rooms, waiting rooms, corridors, elevators, stairwells, cafeterias, restaurants, or on public transportation.
- G. **Audit Controls:** Hardware, software, services and/or procedural mechanisms that record and examine activity in information systems that contain or use PII are reviewed by the Data Governance Committee annually. Further, the committee also regularly reviews records of information system activity, such as audit logs, access reports, and security incident tracking reports. These reviews should be documented and maintained for six (6) years.
- H. **Evaluation:** Winston County Schools requires that periodic technical and non-technical evaluations be performed in response to environmental or operational changes affecting the security of electronic PII to ensure its continued protection.
- I. **IT Disaster Recovery:** Controls must ensure that Winston County Schools can recover from any damage to critical systems, data, or information within a reasonable period of time. Each school, department, or individual is required to report any instances immediately to the Superintendent, Technology Director and/or ISO for response to a system emergency or other occurrence (for example, fire, vandalism, system failure and natural disaster) that damages data or systems. The IT Disaster Plan includes the following:
 - 1. A prioritized list of critical services, data, and contacts.
 - 2. A process enabling Winston County Schools to restore any loss of data in the event of fire, vandalism, natural disaster, or system failure.
 - 3. A process enabling Winston County Schools to continue to operate in the event of fire, vandalism, natural disaster, or system failure.
 - 4. Procedures for periodic testing of written contingency plans to discover weaknesses and the subsequent process of revising the documentation, if necessary.

VII. COMPLIANCE

The Data and Information Governance and Use Policy applies to all users of Winston County Schools' information including: employees, staff, students, volunteers, and outside affiliates. Failure to comply with this policy by employees, staff, volunteers, and outside affiliates may result in disciplinary action up to and including dismissal in accordance with applicable Winston County Schools' procedures, or, in the case of outside affiliates, termination of the affiliation. Failure to comply with this policy by students may constitute grounds for corrective action in accordance with Winston County Schools' policies. Further, penalties associated with state and federal laws may apply.

A. Possible disciplinary/corrective action may be instituted for, but is not limited to, the following:

1. Unauthorized disclosure of PII or Confidential Information.
2. Unauthorized disclosure of a log-in code (User ID and password).
3. An attempt to obtain a log-in code or password that belongs to another person.
4. An attempt to use another person's log-in code or password.
5. Unauthorized use of an authorized password to invade student or employee privacy by examining records or information for which there has been no request for review.
6. Installation or use of unlicensed software on Winston County Schools' technological systems.
7. The intentional unauthorized altering, destruction, or disposal of Winston County Schools' information, data and/or systems. This includes the unauthorized removal from WCS of technological systems such as but not limited to laptops, internal or external storage, computers, servers, backups or other media, copiers, etc. that contain PII or confidential information.
8. An attempt to gain access to log-in codes for purposes other than official business, including the completion of fraudulent documentation to gain access.

Laws, Statutory, Regulatory, and Contractual Security Requirements

Appendix A

- A. CIPA:** The **Children’s Internet Protection Act** was enacted by Congress in 2000 to address concerns about children’s access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program. Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.
For more information, see: <http://www.fcc.gov/guides/childrens-internet-protection-act>
- B. COPPA:** The **Children’s Online Privacy Protection Act**, regulates operators of commercial websites or online services directed to children under 13 that collect or store information about children. Parental permission is required to gather certain information,
See www.coppa.org for details.
- C. FERPA:** The **Family Educational Rights and Privacy Act**, applies to all institutions that are recipients of federal aid administered by the Secretary of Education. This regulation protects student information and accords students’ specific rights with respect to their data.
For more information, see: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- D. HIPAA:** The **Health Insurance Portability and Accountability Act**, applies to organizations that transmit or store Protected Health Information (PII). It is a broad standard that was originally intended to combat waste, fraud, and abuse in health care delivery and health insurance, but is now used to measure and improve the security of health information as well.
For more information, see: <http://www.hhs.gov/ocr/privacy/hipaa/understanding/>
In general, schools are not bound by HIPAA guidelines.
- E. PCI DSS:** The **Payment Card Industry Data Security Standard** was created by a consortium of payment brands including American Express, Discover, MasterCard, and Visa. It covers the management of payment card data and is relevant for any organization that accepts credit card payments. For more information, see: www.pcisecuritystandards.org
- F. PPRA:** The **Protection of Pupil Rights Amendment** affords parents and minor students’ rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include the right to the following:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

For more information, see: <http://www2.ed.gov/policy/gen/guid/fpco/ppra/index.html>

Information Risk Management Practices

Appendix B

The analysis involved in Winston County Schools Risk Management Practices examines the types of threats – internal or external, natural or manmade, electronic and non-electronic – that affect the ability to manage the information resource. The analysis also documents any existing vulnerabilities found within each entity, which potentially exposes the information resource to the threats. Finally, the analysis includes an evaluation of the information assets and the technology associated with its collection, storage, dissemination, and protection.

From the combination of threats, vulnerabilities, and asset values, an estimate of the risks to the confidentiality, integrity, and availability of the information is determined and addressed. The frequency of the risk analysis is determined at the district level. It is the option of the Superintendent or designee to conduct the analysis internally or externally.

Definitions and Responsibilities

Appendix C

Definitions

- A. Availability:** Data or information is accessible and usable upon demand by an authorized person.
- B. Confidentiality:** Data or information is not made available or disclosed to unauthorized persons or processes.
- C. Data:** Facts or information
- D. Information:** Knowledge that you get about something or someone; facts or details.
- E. Data Integrity:** Data or information has not been altered or destroyed in an unauthorized manner.
- F. Involved Persons:** Every user of Involved Systems (see below) at Winston County Schools – no matter what their status. This includes nurses, residents, students, employees, contractors, consultants, temporaries, volunteers, substitutes, student teachers, interns, etc.
- G. Involved Systems:** All data-involved computer equipment/devices and network systems that are operated within or by the Winston County Schools physically or virtually. This includes all platforms (operating systems), all computer/device sizes (personal digital assistants, desktops, mainframes, telephones, laptops, tablets, game consoles, etc.), and all applications and data (whether developed in- house or licensed from third parties) contained on those systems.
- H. Personally Identifiable Information (PII):** PII is any information about an individual maintained by an agency, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.
- I. Risk:** The probability of a loss of confidentiality, integrity, or availability of information resources.

Responsibilities

- A. Data Governance Committee:** The Data Governance Committee for Winston County Schools is responsible for working with the Data Governance Committee Chairman, Technology Director, or another designee assigned by the Superintendent to ensure security policies, procedures, and standards are in place and adhered to by the entity. Other responsibilities include:
 - 1. Reviewing the Data and Information Governance and Use Policy annually and communicating changes in policy to all involved parties.
 - 2. Educating data custodians and manage owners and users with comprehensive information about security controls affecting system users and application systems.
- B. Data Manager:** The Data Manager for Winston County Schools is responsible for working with the Superintendent, Data Governance Committee, user management, owners, data custodians, and users to develop and implement prudent security policies, procedures, and controls. This

title/individual may be the Technology Director or another designee assigned by the Superintendent. Specific responsibilities include:

1. Providing basic security support for all systems and users.
2. Advising owners in the identification and classification of technology and data related resources.

****See also Appendix D (Data Classification Levels.)***

3. Guiding users in the implementation of security controls for information on systems, from the point of system design, through testing and production implementation.
4. Performing or overseeing security audits.
5. Reporting regularly to the Superintendent and Winston County Schools Data Governance Committee on Winston County Schools' status with regard to information security.

C. User Management: Winston County Schools' building-level administrators are responsible for overseeing their staff use of information and systems, including:

1. Reviewing and approving all requests for their employees' access authorizations.
2. Initiating security change requests to keep employees' secure access current with their positions and job functions.
3. Promptly informing appropriate parties of employee terminations and transfers, in accordance with local entity termination procedures.
4. Revoking physical access to terminated employees, i.e., confiscating keys, changing combination locks, etc.
5. Providing employees with the opportunity for training needed to properly use the computer systems.
6. Reporting promptly to the Technology Department and/or the Data Governance Committee the loss or misuse of Winston County Schools' information.
7. Initiating corrective actions when problems are identified.
8. Following existing approval processes within their respective organization for the selection, budgeting, purchase, and implementation of any technology or data system/software to manage information.
9. Following all privacy and security policies and procedures.

D. Information Owner: The owner of a collection of information is usually the administrator or supervisor responsible for the creation of that information or for overseeing the use and retention of that information. In some cases, the owner may be the primary user of that information. In this context, ownership does not signify proprietary interest, and ownership may be shared. The owner of information has the responsibility for:

1. Knowing the information for which she/he is responsible.

2. Determining a data retention period for the information, relying on ALSDE guidelines, industry standards, Data Governance Committee guidelines, or advice from the school system attorney.
3. Ensuring appropriate procedures are in effect to protect the integrity, confidentiality, and availability of the information used or created.
4. Authorizing access and assigning data custodianship if applicable.
5. Specifying controls and communicating the control requirements to the data custodian and users of the information.
6. Reporting promptly to the Superintendent and/or the Technology Director the loss or misuse of Winston County Schools' data.
7. Initiating corrective actions when problems are identified.
8. Promoting employee education and awareness by utilizing programs approved by the Technology Department, where appropriate.
9. Following existing approval processes within the respective organizational unit and district for the selection, budgeting, purchase, and implementation of any computer system/software to manage information.

E. Data Custodian: The data custodian is assigned by an administrator, information owner, Technology Department or the Superintendent based his/her role and is generally responsible for the processing and storage of the information. The data custodian is responsible for the administration of controls as specified by the owner. Responsibilities may include:

1. Providing and/or recommending physical safeguards.
2. Providing and/or recommending procedural safeguards.
3. Administering access to information.
4. Releasing information as authorized by the Information Owner and/or the Superintendent for use and disclosure using procedures that protect the privacy of the information.
5. Maintaining information security policies, procedures and standards as appropriate and in consultation with the Superintendent and the Technology Department.
6. Promoting employee education and awareness by utilizing programs approved by the Technology Department and/or Superintendent, where appropriate.
7. Reporting promptly to the Superintendent and/or Technology Department the loss or misuse of Winston County Schools data.
8. Identifying and responding to security incidents and initiating appropriate actions when problems are identified.

F. User: The user is any person who has been authorized to read, enter, print or update information. A user of information is expected to:

1. Access information only in support of their authorized job responsibilities.
2. Comply with all data security procedures and guidelines in the Winston County Schools Data Governance and Use Policy and all controls established by the data owner and/or data custodian.

3. Keep personal authentication devices (e.g. passwords, secure cards, PINs, access codes, etc.) confidential.
4. Report promptly to the Superintendent and/or Technology Department the loss or misuse of Winston County Schools' information.
5. Follow corrective actions when problems are identified.

Data Classification Levels

Appendix D

A. Personally Identifiable Information (PII)

PII is information about an individual maintained by an agency, including:

- a. Any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records.
- b. Any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.

Any disclosure of these records must be in accordance with applicable law.

B. Confidential Information

1. Confidential Information is very important and highly sensitive material that is not classified as PII. This information is private or otherwise sensitive in nature and must be restricted to those with a legitimate business need for access or in accordance with applicable law.
Examples of Confidential Information may include: personnel information, key financial information, proprietary information of commercial research sponsors, system access passwords and information file encryption keys.
2. Decisions about the provision of access to this information must always be cleared through the information owner, Technology Department, and/or Superintendent.

C. Internal Information

1. Internal Information is intended for unrestricted use within Winston County Schools, and in some cases within affiliated organizations such as Winston County Schools' business or community partners. This type of information is already widely distributed within Winston County Schools, or it could be so distributed within the organization without advance permission from the information owner.
Examples of Internal Information may include: personnel directories, internal policies and procedures, and system wide communications such as newsletters and announcements.
2. Any information not explicitly classified as PII, Confidential or Public will, by default, be classified as Internal Information.
3. Unauthorized disclosure of this information to outsiders may not be appropriate due to legal or contractual provisions.

D. Public Information

1. Public Information has been specifically approved for public release by a designated authority within each entity of Winston County Schools. Examples of Public Information may include marketing brochures and material posted to Winston County Schools' web pages.
2. This information may be disclosed outside of Winston County Schools.

E. Directory Information

Winston County Schools defines Directory information as follows:

1. Student first and last name
2. Student home address
3. Student home telephone number
4. Student school-assigned monitored and filtered email address
5. Student photograph
6. Student place and date of birth
7. Student dates of attendance (years)
8. Student grade level
9. Student diplomas, honors, awards received
10. Student participation in school activities or school sports
11. Student weight and height for members of school athletic teams
12. Student most recent institution/school attended
13. Student ID number

Acquisition of Software Procedures Appendix E

The purpose of the Acquisition of Software Procedures is to:

- Ensure proper management of the legality of information systems,
- Allow all academic disciplines, administrative functions, and athletic activities the ability to utilize proper software tools,
- Minimize licensing costs,
- Increase data integration capability and efficiency of Winston County Schools (WCS) as a whole, and
- Minimize the malicious code that can be inadvertently downloaded.

A. Software Licensing

1. All district software licenses owned by WCS will be:
 - kept on file at the central office,
 - accurate, up to date, and adequate, and
 - in compliance with all copyright laws and regulations
2. All other software licenses owned by departments or local schools will be:
 - kept on file with the department or an administrator at the school,
 - accurate, up to date, and adequate, and
 - in compliance with all copyright laws and regulations
3. Purchased software accessed from and storing data in a cloud environment will have a Memorandum of Agreement (MOA) or contract on file that states or confirms at a minimum that:
 - WCS student and/or staff data will not be shared, sold, or mined with or by a third party unless explicitly approved by WCS in the MOA or contract,
 - WCS student and/or staff data will not be stored on servers outside the US unless otherwise approved by Winston County Schools' Superintendent and/or Technology Department,
 - the company will comply with WCS guidelines for data transfer or destruction when contractual agreement is terminated, and
 - No API will be implemented without full consent of WCS and the ALSDE.
4. Software with or without physical media (e.g. downloaded from the Internet, apps, or online) will be properly evaluated and licensed if necessary. The staff member requesting that such software be installed are responsible for determining that all electronic resources are age appropriate, FERPA compliant, and are in compliance with software agreements before requesting use. Staff members are responsible for ensuring that parents have given permission for staff to act as their agent when creating student accounts for online resources when such permission is required by law.

B. Supported Software

In an attempt to prevent software containing malware, viruses, or other security risk, software is categorized as Supported and Not Supported Software. For software to be classified as Supported Software downloads and/or purchases must be approved by the district technology director or designee such a member of the technology staff.

1. A list of reviewed software will be maintained on the WCS District Technology Site.
2. It is the responsibility of the WCS Technology Team members to keep the list current and for staff to submit apps or other software to the Technology Team.
3. Unsupported software is considered New Software and must be approved or it will not be allowed on WCS owned devices.
4. When staff recommends programs or apps for the WCS Mobile Device Management Apps Catalog or software for installation, it is assumed that the staff has properly vetted the app or software and that it is instructional sound, is in line with curriculum or behavioral standards, and is age appropriate.
5. Software that accompanies adopted instructional materials will be vetted by the Curriculum and Instruction Director and the Technology Director or designee and is therefore supported.

C. New Software

In the Evaluate and Test Software Packages phase, the software will be evaluated against current standards and viability of implementation into the WCS technology environment and the functionality of the software for the specific discipline or service it will perform.

1. Evaluation may include but is not limited to the following:
 - Conducting beta testing.
 - Determining how the software will impact the WCS technology environment such as storage, bandwidth, etc.
 - Determining hardware requirements.
 - Determining what additional hardware is required to support a particular software package.
 - Outlining the license requirements/structure, number of licenses needed, and renewals.
2. Determining any Maintenance Agreements including cost.
 - Determining how the software is updated and maintained by the vendor.
 - Determining funding for the initial purchase and continued licenses and maintenance.
3. When staff recommends apps for the WCS Mobile Device Management Apps Catalog or software for purchase and/or testing, it is the responsibility of the appropriate staff to properly vet the app or software to ensure that is instructionally sound, is in line with curriculum or behavioral standards, and is age appropriate.

Virus, Malware, Spyware, Phishing and SPAM Protection

Appendix F

Virus, Malware, and Spyware Protection

Winston County Schools' desktops, laptops, and file servers run approved antivirus software. Virus definitions are updated daily and implemented as quickly as possible to protect against Zero-Day threats and all known malicious code.

Internet Filtering

Student learning using online content and social collaboration continues to increase. Winston County Schools views Internet filtering as a way to balance safety with learning—letting good content, resources, and connections in while blocking the bad. To balance educational Internet resource and app use with student safety and network security, the Internet traffic from all devices that authenticate to the network is routed through the iBoss filter using the user's network credentials. For companion devices and guest devices are required to login to the iBoss Internet filter with his/her network credentials or a guest login and password to gain access to the Internet. This process sets the filtering level appropriately based on the role of the user, such as, student, staff or guest, and more specifically for students, the grade level of the child. All sites that are known for malicious software, phishing, spyware, etc. are blocked.

Phishing and SPAM Protection

In addition to the built in spam filtering for Google Apps for Education, network monitoring is performed by the Alabama Supercomputer Authority for compromised resources, phishing, spam, spoofing, etc.

Security Patches

Patches are scheduled to "auto-download" and install as appropriate. File servers are scheduled to "auto-download" and are installed as appropriate. Machines are rebooted as necessary.

Operating Systems Updates and Upgrades

Windows and Macintosh computers and iOS device updates occur throughout the year. Apple provides system updates and upgrades to improve performance, maintain proper functionality, and increase security of the technology resources.

The Technology Department recommends that users backup their computer and iOS device data before installing system updates and upgrades.

Physical and Security Controls
Appendix G

The following physical and security controls must be adhered to:

1. Network systems must be installed in an access-controlled area. The area in and around the computer facility must afford protection against fire, water damage, and other environmental hazards such as power outages and extreme temperature situations.
2. Monitor and maintain data centers' temperature and humidity levels according to industry standard requirements.
3. File servers and/or storage containing PII, Confidential and/or Internal Information must be installed in a secure area to prevent theft, destruction, or access by unauthorized individuals.
4. Computers and other systems must be secured against use by unauthorized individuals. It is the responsibility of the user to not leave these devices logged in, unattended, and open to unauthorized use.
5. Ensure network systems (data closets) and network equipment are properly secured to prevent unauthorized physical access and data is properly safeguarded to protect from loss.

****See also Appendix I (Purchasing and Disposal Procedures.)***

Password Control Standards

Appendix H

The Winston County Schools Data Governance and Use Policy requires the use of strictly controlled passwords for network access and for access to secure sites and information. In addition, all users are assigned to Microsoft organizational groups that are managed through Microsoft Active Directory.

Password Standards:

- A. Users are responsible for complying with the following password standards for network access or access to secure information:**
1. Passwords must never be shared with another person, unless the person is a designated security manager.
 2. Every password must, where possible, be changed yearly if not more frequently for staff and on an age appropriate schedule for students. Guest passwords are changed every 30 days.
 3. Passwords must, where possible, have a minimum length of eight (8) characters.
 4. When possible, for secure sites and/or software applications, user created passwords should adhere to the same criteria as required for network access. Some suggested criteria for passwords are listed below. Passwords...
 - Should NOT contain the user's account name or parts of the user's full name that exceed two consecutive characters
 - Contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example, !, \$, #, %)
 5. It is recommended that passwords should never be saved when prompted by any application with the exception of central single sign-on (SSO) systems as approved by the Technology Department. This feature should be disabled in all applicable systems.
 6. It is recommended that passwords not be recorded anywhere that someone may find and use them.
 7. When creating a password for secure information or sites, it is important not to use passwords that are easily guessed due to their association with the user (i.e. children's names, pets' names, birthdays, etc...). A combination of alpha and numeric characters is more difficult to guess.
- B. Where possible, system software should enforce the following password standards:**
1. Passwords routed over a network must be encrypted.
 2. Passwords must be entered in a non-display field.
 3. System software must enforce the changing of passwords and the minimum length.
 4. System software must disable the user password when more than five consecutive invalid passwords are given. Lockout time must be set at a minimum of 15 minutes.

Purchasing and Disposal Procedures

Appendix I

This procedure is intended to provide for the proper purchasing and disposal of technological devices only. Any computer, laptop, mobile device, printing and/or scanning device, network appliance/equipment, AV equipment, server, internal or external storage, communication device or any other current or future electronic or technological device may be referred to as systems in this document. For further clarification of the term technological systems contact the Winston County Schools' (WCS) District Technology Director.

All involved systems and information are assets of Winston County Schools and are expected to be protected from misuse, unauthorized manipulation, and destruction. These protection measures may be physical and/or software based.

A. Purchasing Guidelines

All systems that will be used in conjunction with Winston County Schools' technology resources or purchased, regardless of funding, should be purchased from an approved list or be approved by a school administrator and/or the district Technology Director. Failure to have the purchase approved may result in lack of technical support, request for removal from premises, or denied access to other technology resources.

B. Alabama Competitive Bid Laws

Most electronic equipment is subject to Alabama competitive bid laws. There are several purchasing cooperatives that have been approved for use by the Alabama State Examiners office: <http://www.examiners.state.al.us/purchcoop.aspx>. Generally for technological devices and services, Winston County Schools purchase from the Alabama Joint Purchasing Agreement(ALJP):[https://connect.alsde.edu/sites/eia/aljp/SitePages/ALJP%20\(Alabama%20K-12%20\(IT\)%20Joint%20Purchasing\)Home.aspx](https://connect.alsde.edu/sites/eia/aljp/SitePages/ALJP%20(Alabama%20K-12%20(IT)%20Joint%20Purchasing)Home.aspx). In the event that a desired product is not included in one of these agreements, Winston County Schools bids the item or items using the district's competitive bid process. Most technological systems, services, etc. over \$15,000 purchased with public funds are subject to Alabama's competitive bid laws.

C. Inventory

All technological devices or systems over \$500 are inventoried in accordance with the Winston County Schools' Finance Department using the NextGen fixed asset program. There are some exceptions under \$500, as determined by the Technology Director, such as but not limited to companion devices or peripherals that are inventoried. It is the responsibility of the school administrators or a designee, and the technology department to inventory technological systems used in the local school and manage said inventory. The district technology department and its staff is responsible for ensuring that any network equipment, file servers, or district systems, etc. are inventoried.

D. Disposal Guidelines

Equipment should be considered for disposal for the following reasons:

1. End of useful life,
2. Lack of continued need,
3. Obsolescence,
4. Wear, damage, or deterioration,
5. Excessive cost of maintenance or repair.

The local school administrators, the Technology Director, and the Chief School Financial Officer (CSFO) must approve school disposals by discard or donation. Written documentation in the form of a spreadsheet including but not limited to the following must be provided to the District Technology Office no later than one week prior to the next Board of Education meeting:

1. Description and Model
2. WCS asset tag number (if available),
3. Location,
4. Serial number.

E. Methods of Disposal

Once equipment has been designated and approved for disposal, it should be handled according to one of the following methods. It is the responsibility of the district technology staff and/or school personnel for modifying the inventory records to reflect any in-school and/or central office transfers, donations, or discards. The CSFO, district technology staff and local school personnel are responsible for modifying the inventory records to reflect any transfers of electronic equipment to local schools from central office, and from central office to local schools.

1. Transfer/Redistribution

If the equipment has not reached the end of its estimated life, an effort should be made to redistribute the equipment to locations where it can be of use, first within an individual school or office, and then within the district. Service requests may be submitted to have the equipment moved, reinstalled and, in the case of computers, laptops, or companion devices, have it wiped and reimaged or configured.

2. Discard

All electronic equipment in the Winston County Schools district must be discarded in a manner consistent with applicable environmental regulations. Electronic equipment may contain hazardous materials such as mercury, lead, and hexavalent chromium. In addition, systems may contain Personally Identifiable Information (PII), Confidential, or Internal Information. A process of wiping the data is performed.

A district-approved vendor must be contracted for the disposal of all technological systems/equipment. The vendor must provide written documentation verifying the method used for disposal and a certificate stating that no data of any kind can be retrieved from the hard drive or any other component capable of storing data.

3. **Donation**

If the equipment is in good working order, but no longer meets the requirements of the site where it is located, and cannot be put into use in another part of a school or system, it may be donated upon the written request of the receiving public school system's Superintendent or non-profit organization's director.

It should be made clear to any school or organization receiving donated equipment that WCS is not agreeing to and is not required to support or repair any donated equipment. It is donated AS IS.

WCS staff should make every effort before offering donated equipment, to make sure that it is in good condition and can be re-used. Microsoft licenses or any other software licenses are not transferred outside the Winston County School system.

Donations may be allowed to individuals outside of the school system of Winston County Schools as approved by the Superintendent and the Winston County Board of Education.

F. Required Documentation and Procedures

1. For purchases, transfers and redistributions, donations, and disposal of technology-related equipment, it is the responsibility of the appropriate school employee to create/update the inventory to include previous location, new school and/or room location, and to note the transfer or disposal information.
2. When discarding equipment, the fixed asset tag is written down or removed from the equipment and turned in with other documentation to the local school bookkeeper, principal, or technology department. A spreadsheet should be created with the equipment and sent to the district technology office. The Technology Director in turn submits to the Chief School Financial Officer (CSFO) for approval and to the Superintendent's Office for Board approval.
3. Any equipment donated should be completely wiped of all data.
4. Any re-usable hardware that is not essential to the function of the equipment that can be used as spare parts should be removed: special adapter cards, memory, hard drives, zip drives, CD drives, etc.
5. A district-approved vendor **MUST** handle all disposals that are not redistributions, transfers, or donations. Equipment should be stored in a secure location prior to pick-up.

Data Access Roles and Permissions
Appendix J

Winston County Schools maintain the following permission groups in Chalkable (formerly INOW):

1. Administrators
2. ACCESS
3. Attendance
4. Chalkable Group
5. Counselor
6. District Personnel
7. District Administrator
8. Enrollment Clerk
9. Lookup
10. Nurse
11. Principals
12. Principals nosettings
13. Schedule Counselor
14. Scheduling
15. School Administrator
16. SETS Staff
17. Teacher
18. Tech Principal
19. TechCenter
20. Text Book Staff
21. Driver Ed
22. System API Group



Winston County Schools Technological Services and Systems Memorandum of Agreement (MOA)
Appendix K

THIS MEMORANDUM OF AGREEMENT, executed and effective as of the ___ day of _____, 20__, by and between _____, a corporation organized and existing under the laws of _____ (the “Company”), and **WINSTON COUNTY SCHOOLS (WCS)**, a public school system organized and existing under the laws of the state of Alabama (the “School Board”), recites and provides as follows.

Recitals

The Company and the School Board are parties to a certain agreement entitled “___” hereafter referred to as (the “Agreement”). In connection with the execution and delivery of the Agreement, the parties wish to make this Memorandum of Agreement (also referred to as MOA or Addendum) a part of the original Agreement in order to clarify and/or make certain modifications to the terms and conditions set forth in the original Agreement.

The Company and the School Board agree that the purpose of such terms and conditions is to ensure compliance with the Family Educational Rights and Privacy Act (FERPA) and the overall privacy and security of student Personally Identifiable Information (PII) hereafter referred to as student information and/or data, including but not limited to (a) the identification of the Company as an entity acting for the School Board in its performance of functions that a School Board employee otherwise would perform; and (b) the establishment of procedures for the protection of PII, including procedures regarding security and security breaches.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is acknowledged hereby, the parties agree as follows:

Agreement

The following provisions shall be deemed to be included in the Agreement:

Confidentiality Obligations Applicable to Certain WCS Student Records. The Company hereby agrees that it shall maintain, in strict confidence and trust, all WCS student records containing personally identifiable information (PII) hereafter referred to as “Student Information”. Student information will not be shared with any other resource or entity that is outside the intended purpose of the Agreement.

The Company shall cause each officer, director, employee and other representative who shall have access to WCS Student Records during the term of the Agreement (collectively, the “Authorized Representatives”) to maintain in strict confidence and trust all WCS Student Information. The Company shall take all reasonable steps to insure that no WCS Student information is disclosed to any person or entity except those who (a) are Authorized Representatives of the Company performing functions for WCS under the Agreement and have agreed to be bound by the terms of this Agreement; (b) are authorized representatives of WCS, or (c) are entitled to such WCS student information from the Company pursuant to federal and/or Alabama law. The Company shall use WCS student information, and shall take all reasonable steps necessary to ensure that its Authorized Representatives shall use such information, solely for purposes related to and in fulfillment of the performance by the Company of its obligations pursuant to the Agreement.

The Company shall: (a) designate one of its Authorized Representatives to be responsible for ensuring that the Company and its Authorized Representatives maintain the WCS student information as confidential; (b) train the other Authorized Representatives with regard to their confidentiality responsibilities hereunder and pursuant to federal and Alabama law; (c) maintain at all times a list of Authorized Representatives with access to WCS student information.

Other Security Requirements. The Company shall maintain all technologies, policies, procedures and practices necessary to secure and protect the confidentiality and integrity of WCS student information, including procedures to (a) establish user IDs and passwords as necessary to protect such information; (b) protect all such user passwords from detection and unauthorized use; (c) prevent hostile or unauthorized intrusion that could result in data corruption, or deny service; (d) prevent and detect computer viruses from spreading to disks, attachments to e-mail, downloaded files, and documents generated by word processing and spreadsheet programs; (e) minimize system downtime; (f) notify WCS of planned system changes that may impact the security of WCS data; (g) return or destroy WCS data that exceed specified retention schedules; (h) notify WCS of any data storage outside the US; (i) in the event of system failure, enable immediate recovery of WCS information to the previous business day. The Company should guarantee that WCS data will not be sold to, accessed by, or moved by third parties.

In the event of a security breach, the Company shall (a) immediately take action to close the breach; (b) notify WCS within 24 hours of Company's first knowledge of the breach, the reasons for or cause of the breach, actions taken to close the breach, and identify the WCS student information compromised by the breach; (c) return compromised WCS data for review; (d) provide communications on the breach to be shared with affected parties and cooperate with WCS efforts to communicate to affected parties by providing WCS with prior review of press releases and any communications to be sent to affected parties; (e) take all legally required, reasonable, and customary measures in working with WCS to remediate the breach which may include toll free telephone support with informed customer services staff to address questions by affected parties and/or provide monitoring services if necessary given the nature and scope of the disclosure; (f) cooperate with WCS by providing information, records and witnesses needed to respond to any government investigation into the disclosure of such records or litigation concerning the breach; and (g) provide WCS with notice within 24 hours of notice or service on Company, whichever occurs first, of any lawsuits resulting from, or government investigations of, the Company's handling of WCS data of any kind, failure to follow security requirements and/or failure to safeguard WCS data. The Company's compliance with the standards of this provision is subject to verification by WCS personnel or its agent at any time during the term of the Agreement. Said information should only be used for the purposes intended and should not be shared, sold, or moved to other companies or organizations nor should other companies or organization be allowed access to said information.

Disposition of WCS Data Upon Termination of Agreement

Upon expiration of the term of the Agreement, or upon the earlier termination of the Agreement for any reason, the Company agrees that it promptly shall deliver to the School Board, and shall take all reasonable steps necessary to cause each of its Authorized Representatives promptly to deliver to the School Board, all required WCS student data and/or staff data. The Company hereby acknowledges and agrees that, solely for purposes of receiving access to WCS data and of fulfilling its obligations pursuant to this provision and for no other purpose (including without limitation, entitlement to compensation and other employee benefits), the Company and its Authorized Representatives shall be deemed to be school officials of the School Board, and shall maintain WCS data in accordance with all federal state and local laws, rules and regulations regarding the confidentiality of such records.

The non-disclosure obligations of the Company and its Authorized Representatives regarding the information contained in WCS data shall survive termination of the Agreement. The Company shall indemnify and hold harmless the School Board from and against any loss, claim, cost (including attorneys' fees) or damage of any nature arising from or in connection with the breach by the Company or any of its officers, directors, employees, agents or representatives of the obligations of the Company or its Authorized Representatives under this provision.

Certain Representations and Warranties. The Company hereby represents and warrants as follows: (a) the Company has full power and authority to execute the Agreement and this MOA and to perform its obligations hereunder and thereunder; (b) the Agreement and this MOA constitute the valid and binding obligations of the Company, enforceable in accordance with their respective terms, except as such enforceability may be limited by bankruptcy or similar laws affecting the rights of creditors and general principles of equity; and (c) the Company's execution and delivery of the Agreement and this Addendum and compliance with their respective terms will not violate or constitute a default under, or require the consent of any third party to, any agreement or court order to which the Company is a party or by which it may be bound.

Governing Law; Venue. Notwithstanding any provision contained in the Agreement to the contrary, (a) the Agreement shall be governed by and construed in accordance with the laws of the State of Alabama, without reference to conflict of laws principles; and (b) any dispute hereunder which is not otherwise resolved by the parties hereto shall be decided by a court of competent jurisdiction located in the State of Alabama.

IN WITNESS WHEREOF, the parties hereto have caused this Addendum to be executed by their duly authorized officers effective as of the date first written above.

[COMPANY NAME]

By: _____

[Name] [Title]

WINSTON COUNTY SCHOOLS

By: _____

Greg Pendley, Superintendent

Winston County Schools



STUDENT DATA CONFIDENTIALITY AGREEMENT
Appendix L

I acknowledge my responsibility to respect the confidentiality of student records and to act in a professional manner in the handling of student performance data. I will ensure that confidential data, including data on individual students, is not created, collected, stored, maintained, or disseminated in violation of state and federal laws.

Furthermore, I agree to the following guidelines regarding the appropriate use of student data collected by myself or made available to me from other school/system employees, Chalkable (formerly iNow), SETS or any other file or application I have access to:

- I will comply with school district, state and federal confidentiality laws, including the state Data and Information Governance and Use Policy, the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g and 34 CFR Part 99; and the Winston County Schools Student Data Confidentiality Agreement.
- Student data will only be accessed for students for whom I have a legitimate educational interest and will be used for the sole purpose of improving student achievement.
- I understand that student-specific data is never to be transmitted via e-mail or as an e-mail attachment unless the file is encrypted and/or password protected.
- I understand that it is illegal for a student to have access to another student's data. I will not share any student's information from any source with another student.
- I will securely log in and out of the programs that store student specific data. I will not share any passwords. Any documents I create containing student specific data will be stored securely within the district network or within a password protected environment. I will not store student specific data on any personal computer and/or external devices that are not password protected. (external devices include but are not limited to USB/Thumb drives and external hard drives).
- Regardless of its format, I will treat all information with respect for student privacy. I will not leave student data in any form accessible or unattended, including information on a computer display.

By signing below, I acknowledge, understand, and agree to accept all terms and conditions set forth in the Winston County Schools Student Data Confidentiality Agreement.

Employee / Volunteer Name (Printed)

Signature of Employee or Volunteer

Job Title

Date

School/Job Location

Resource 1: ALSDE State Monitoring Checklist

Data Governance				
A. Data Governance and Use Policy				
ON-SITE	YES	NO N/A	Indicators	Notes
1. Has a data governance committee been established and roles and responsibilities at various levels specified?			Dated minutes of meetings and agendas Current list of roles and responsibilities	
2. Has the local school board adopted a data governance and use policy?			Copy of the adopted data governance and use policy Dated minutes of meetings and agenda	
3. Does the data governance policy address physical security?			Documented physical security measures	
4. Does the data governance policy address access controls and possible sanctions?			Current list of controls Employee policy with possible sanctions	
5. Does the data governance policy address data quality?			Procedures to ensure that data are accurate, complete, timely, and relevant	
6. Does the data governance policy address data exchange and reporting?			Policies and procedures to guide decisions about data exchange and reporting Contracts or MOAs involving data exchange	

7. Has the data governance policy been documented and communicated in an open and accessible way to all stakeholders?			Documented methods of distribution to include who was contacted and how Professional development for all who have access to PII	
---	--	--	---	--

Resource 2: Record Disposition Requirements

The information below is from the Local Boards of Education Records Disposition Authority approved by the Local Government Records Commission, April 23, 2014. The complete document can be found at: <http://www.archives.alabama.gov/officials/localrda.html>.

The following sections are of special interests in Local Boards of Education Records Disposition:
 (http://www.archives.alabama.gov/officials/rdas/local/EdRDA_04_14.pdf)

- 1.04 Administrative Correspondence
- 4.02 20-Day Average Daily Membership Reports
- 4.04 Principals Attendance Reports
- 6.01 Student Handbooks
- 6.03 Daily/Weekly Teacher Lesson Plans
- 9.14 Websites and Social Media
- 10.4 Purchasing Records
- 10.5 Records of Formal Bids
- 10.6 Contracts, Leases, Franchises, and Agreements
- 10.8 Grant Project Files

Resource 3: General Guidelines for Email and Social Media Usage

The purpose of these guidelines is to ensure the proper use of Winston County Schools' email and Internet communication systems and to make users aware of what Winston County Schools deems acceptable and unacceptable use of its email and Internet communication systems. We reserve the right to amend these guidelines as necessary. In case of revisions, users will be informed by email, by posting on the District Technology web page, through professional development, at faculty meetings, grade level meetings, or department meetings, assemblies, in class, and/or by other means deemed appropriate by the administration.

Email

Legal Risks

Email is a school business or educational communication tool, and users are obliged to use this tool in a responsible, effective, and lawful manner. Email lends itself to a kind of informality yet, from a legal perspective, may have the same implications as would any written communication. Any email is discoverable in a due process situation or other legal action. In addition, any email exchanged by a school system employee is public record. Other legal risks of email for Winston County Schools and/or their network users include the following:

- sending emails with any libelous, defamatory, offensive, racist or obscene remarks;
- forwarding emails with any libelous, defamatory, offensive, racist or obscene remarks;
- transmitting or forwarding confidential information;
- forwarding or copying messages without permission or implied permission; and/or
- knowingly sending an attachment that contains a virus that severely affects another network or other users

By following the guidelines in this document, the email user can minimize the legal risks involved in the use of email. If any user disregards the rules set out in these guidelines, the user will be fully liable and Winston County Schools will disassociate itself from the user as far as legally possible.

- Do not send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an email containing libelous, defamatory, offensive, racist or obscene remarks, promptly notify your supervisor.
- Use caution if you forward a message without implied permission or without acquiring permission from the sender first, especially if it contains sensitive or private information.
- Do not forge or attempt to forge email messages.
- Do not send email messages using another person's or a bogus email account.
- Do not copy a message or attachment belonging to another user without the permission or implied permission of the originator.
- Do not disguise or attempt to disguise your identity when sending email.

Winston County Schools considers email as an important means of communication and recognizes the importance of proper email content and of speedy replies in conveying a professional image and in delivering good service. The use of email in education, however, is proliferating and the precise legal issues regarding appropriate use are yet to be determined. We are confident that:

- Any email exchanged by school system employees about individual students is public record.
- Any email pertaining to a particular student is discoverable in a due process situation or other legal action.
- The nature of email lends itself to impulsive, overly informal, and sometimes unprofessional communication.

Therefore Winston County Schools recommends users to adhere to the following guidelines:

Guidance on Email between School Employees and Parents/Guardians

Examples of generally appropriate use of email between school employees and parents/guardians:

- Teachers invite parents to provide email addresses and then send out emails to those addresses reporting on classroom activities, projects, and assignments. These messages are generic and do not refer to specific students.
- Teachers may initiate or respond to email from a parent or guardian about a specific child, exchanging objective not subjective information such as the student's attendance, participation, homework, and performance in class.

Examples of inappropriate use of email between school employees and parents/guardians:

- Using email to report on serious problems regarding individual students.
- Using email to discuss confidential and sensitive matters, including:
 - Medical/psychiatric/psychological diagnoses and treatments,
 - Contents of special education and/or Section 504 evaluations, intervention plans, IEPs, 504 plans, disciplinary matters, and
 - Family problems and other sensitive family information.
- Using language that is subjective, judgmental, unprofessional, pejorative, and/or labeling.
Examples:
 - "Have you considered that Johnny might have ADHD?"
 - "Overall, I think that Johnny is unmotivated/lazy."
 - "I don't think there is anything wrong with Johnny except his negative attitude."

Email between teachers and parents should be positive and/or general in nature when possible. Discussions involving serious problems and any and all protected information (medical, psychological, psychiatric, Special Education, and Section 504, and disciplinary matters) should occur in person or by telephone.

Parents may initiate inappropriate email exchanges. Example: "Johnny is in your American History class and is failing. His father is an alcoholic and we are divorced. Johnny has ADHD and clinical depression. Can you please tell me how he is doing in your class and what I can do to help him?"

That kind of message should be deleted and the teacher receiving it should call the parent who sent it. Alternately, the teacher could reply to it, deleting everything from the body of the email sent by the parent, and then respond with directions about how the teacher can be reached by telephone or in person. Do not regard a parent or guardian's initiation of this kind of email exchange as constituting permission for you to discuss these matters via email.

Guidance on Email between School Employees Concerning Students

Examples of generally appropriate use of email between school employees:

- Emails that provide positive information, objective comments, and/or neutral information regarding school performance. In other words, conducting straight-forward business, staying away from sensitive and confidential areas.

Examples of inappropriate use of email between school employees:

- Using email to report on serious problems regarding individual students.
- Using email to discuss confidential and sensitive matters, including:
Medical/psychiatric/psychological diagnoses and treatments.
Contents of special education and/or Section 504 evaluations, intervention plans, IEPs, 504 plans, disciplinary matters.
Family problems and other sensitive family information.
- Using, in email, language that is subjective, judgmental, unprofessional, pejorative, and/or labeling.
Examples:
 "I think Johnny has ADHD"
 "Overall, I think that Johnny is unmotivated/lazy"
 "I don't think there is anything wrong with Johnny except his negative attitude."
 "I think this child's problem is his home life."

Discussions involving severe problems, subjective comments, and any and all protected information (medical, psychological, psychiatric, Special Education, and Section 504, and disciplinary matters) should occur in person or by telephone.

General Best Practices involving all email are as follows:

Writing emails:

- Use short, descriptive Subject: lines.
- Avoid lengthy, detailed email messages. Consider using an attachment for "How To" information, directions, procedures, processes, or similar types of information.
- Avoid unnecessary attachments or large file attachments such as multiple pictures, mini movies, etc. AVOID USING ALL CAPITALS.

- If using cc or bcc feature, take steps to inform the cc or bcc recipient of any action expected unless the action is explicit in the email. The bcc option is often used to avoid revealing recipient email addresses to the entire group receiving the email; otherwise, the bcc option should be used sparingly if at all.
- If you forward emails, state clearly what action you expect the recipient to take.
- Use the spell checker before you send out an email.
- If the content of an email is not of a public nature, consider using another form of communication or protect the information by using a password.
- Only mark emails as important if they really are important.

Replying to emails:

- Emails should be answered within an appropriate time span, and at minimum employees are expected to check email at least once per day.
- Responses should not reveal confidential information and should be professional.

Electronic Social Networking, Instant Messaging including Texting, etc.

Electronic social networking and/or instant messaging, such as but not limited to Facebook, Twitter, IM, or texting, among staff and students is a particularly sensitive matter in a time when growing numbers of school employees maintain social networking accounts, email extensively in their personal lives, and are accustomed to using instant messaging services.

An absolute prohibition of communicating electronically with students seems excessive. On the other hand, teachers and school staff must maintain the highest standards should they choose to interact with students through electronic media. Below are some typical situations on which employees might need guidance.

Guidelines below are presented in a Q&A format.

Q: Is it ok for me to initiate electronic communications with a student?

A: If a teacher initiates overly personal contact with students outside of school, whether in person or electronically, he or she may create an impression of an unhealthy interest in that student's personal life and may leave himself or herself open to an accusation of inappropriate conduct. Therefore, caution should be exercised in this type of communication.

Q: What if I receive an email or other electronic message such as a text from a student?

A: This very much depends on the nature of the communication received. We would strongly discourage any use of texting, instant messaging or "chat"-type communication with students for purposes other than school related communications. Do not engage in social "chat" with students. If a communication is received which appears to be a social greeting, you might do best just to acknowledge it in an appropriate

way at school. A very brief acknowledging electronic response might be appropriate in some circumstances. However, it is perfectly OK not to respond to such greetings. If you choose to not respond, making an extra effort to cheerfully greet the student at school might be appropriate.

If a student sends a message with disturbing content, you should discuss this with your administrator or supervisor, including a school counselor in the discussion as needed.

If a student sends a message that appears to suggest an emergency (an allegation of abuse or a student sharing suicidal thoughts or plans), try to contact your administrator or supervisor at once.

General Email Information Disclaimer

- Winston County Schools recommends that employees add a disclaimer to outgoing emails or automatically attach a disclaimer such as the one below to each email sent outside the school system:

"This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of Winston County Schools. Finally, the recipient should check this email and any attachments for the presence of viruses. Winston County Schools accepts no liability for any damage caused by any virus transmitted by this email."

System Monitoring

Although Winston County Board policy permits personal use of school email accounts, users must have no expectation of privacy in anything they create, store, send or receive on the Winston County Schools' computer system. Emails may be monitored without prior notification if Winston County Schools deems this necessary. If there is evidence that users are not adhering to the guidelines set out in this policy, Winston County Schools reserves the right to take disciplinary action, including termination and/or legal action.

Email Accounts

Email accounts are assigned to new employees when their employment is approved by the Board of Education, and when the new employee has read and signed the Winston County Schools Employee Acceptable Use Policy for Technology Resources Acknowledgement and Permission Form. All email accounts maintained on the Winston County Schools email and Internet communication systems are property of Winston County Schools. Winston County Schools maintains student accounts, employee accounts, and employee-sponsored accounts.

Passwords should not be given to other people and should be changed if the user believes his/her password is no longer secure. Email accounts are deleted immediately when employees retire, resign, or

take leave from the school system for a period of six months or more. However, the Superintendent may allow a former employee's email account to remain open for a time determined by the Superintendent or his designee. Only Winston County employees are given email accounts. Upon request by the administration, Winston County Schools' employee sponsored accounts, such as PTA accounts or accounts for contract employees may be created. Employee-sponsored accounts are subject to these guidelines and it is the responsibility of the sponsoring employee to educate the user of this and all other relevant technology-related policies and guidelines.

Electronic Communications for Personal Use

Although Winston County Schools' email and Internet communication systems is meant for school business, Winston County Schools allows the reasonable use of email for personal use if certain guidelines are adhered to:

- Personal use of email should not interfere with work.
- Personal emails must also adhere to the guidelines in this policy.
- Personal emails should be deleted regularly so as not to clog the system.

The forwarding of chain letters, junk mail, inappropriate jokes and executable files is strictly forbidden.

- Do not send personal mass mailings.
- Do not send emails for personal gain, to solicit business for friends, family, etc., or for political purposes.
- All messages distributed via the school system's email and Internet communication systems, even personal emails, are Winston County Schools property.
- Recognize the diversity of co-workers when sending emails. For example, some employees would regard emails of a religious nature, including invitations to religious events or services – even prayer requests – as inappropriate or offensive.

WCS Social Media Recommendations

Q: What about Facebook accounts or other social networking sites? Should I respond to an invitation to become a student's "Friend"?

A: We recommend that you not engage in online social networking with students unless the site is used for school information or academic reasons only. This would only be an issue, of course, if you choose to maintain a Facebook, or similar account. If you do so, we recommend that you be extremely cautious about the content of your profiles and pages. If you are strictly using a social networking site for school related topics and stay away from personal content then these sites should be treated much like any other educational blog. (However, the use of comments, "writing on walls," and so on, would be likely to lead to major problems if an approval process is not in place before posting.) You may find that it is easier to simply tell your students that you have a policy not to accept students as "friends."

Below are specific recommendations for WCS Employee Social Media Use.

- WCS employees should not update personal social media statuses or post personal content during school hours. Stakeholders expect WCS employees to be working during the school day; posting during this time may give the impression that teachers are not fulfilling their responsibilities to students.
- WCS provides websites and email which should be the primary online electronic communication methods regarding school-related matters.
- No form of social media should be the primary form of communication between teachers and parents/students.
- It is recommended that teachers do not friend WCS parents or students, especially those currently enrolled in their classes on personal social media sites. We understand there may be exceptions (a relative, a friend's child, etc.).
- Never forget that on a social networking site, once you post something, it may be available forever, even if you choose to remove it from your page.
- Remember that others may post pictures of you without your consent. Some of these pictures may be taken at social and/or family gatherings, and posted out of context, may give impressions that are not factual. If such a situation occurs, you should contact the original poster and have them remove the picture or post.
- Posting of student work, images, video, or other likenesses should strictly adhere to the WCS Acceptable Use Policy for Technology Resources for employees and/or students.
- Do not say, post pictures, or do anything on social media sites that you would not share in the presence of your school principal, school board, parents, or students.
- No confidential student information (grades, lunch status, special education status, etc.) should ever be posted or shared on social media sites.
- Posts of provocative photographs, sexually explicit messages, or the use of alcohol or drugs, which are viewable by the public, would be considered inappropriate and could be subject to disciplinary review.
- When in doubt, don't post it!

Questions

If you have any questions or comments about these guidelines, please contact your principal or immediate supervisor. If you do not have any questions Winston County Schools presume that you understand and are aware of the rules and guidelines and will adhere to them.