

Davis School District Policy and Procedures

Subject: 7SS-001 Information Systems Security

Index: Support Services

Revised: July 17, 2018

1. PURPOSE AND PHILOSOPHY

The Davis School District's (District) network, computers, and information systems are critical to the District's mission, goals, and operation. The purpose of this policy is to establish requirements for use and protection of the District's network, computer and information systems and the information transmitted via those systems. This policy applies to all students, faculty, staff, consultants, temporaries, volunteers, and others who access the District's computer network. This policy applies to all computer and data communication systems connecting or connected to the District network. The Board of Education for Davis School District (Board) adopts this policy to establish standards, obligations, and expectations regarding the appropriate use of its technology infrastructure and assets.

2. INFORMATION SYSTEMS SECURITY POLICY

- 2.1. The Board is committed to the basic principle that the gathering and dispensing of information is critical to the successful operation and efficient management of the District. To secure this valuable resource on the District's network and to protect information on the network including the privacy of patrons and employees, access to the computer and network systems shall be controlled in a variety of ways. To ensure the security of computer information the following procedures will be followed.
- 2.2. To ensure the security of computer information:
 - 2.2.1. all users of the District's computer systems and network resources shall act in an appropriate manner to ensure the overall security of District systems consistent with published security standards; and
 - 2.2.2. school and District administrators shall support and encourage appropriate use of District information systems.
- 2.3. The Administrator of Technology Services shall:
 - 2.3.1. establish a committee to develop standards, procedures, and best practices with regard to cyber security within the District; and
 - 2.3.2.
 - 2.3.3. over implementation of the standards, procedures, and practices developed by the committee.

FORMS AND OTHER LINKS

[Information Systems Security Standards and Procedures](#)

[Terminating or Transferring Employee Checklist](#)

[Elementary Student Acceptable Use Agreement](#)

[Secondary Student Acceptable Use Agreement](#)

[Employee Acceptable Use Agreement](#)

DOCUMENT HISTORY:

Adopted: May 15, 1990

Revised: May 28, 2013 – Policy updated to comply with practice. Added *Information Systems Security Standards and Procedures*.

Revised: July 17, 2018 - Five-year review. Non-substantive stylistic changes.