

**SECURITY OF INFORMATION -- DISTRICT-LEASED
COMPUTER SYSTEM**

Authorization to be cleared for access to information from the district-leased computer terminals located in school buildings shall be restricted by code to those employees designated officially, in writing, by the superintendent of schools. The superintendent will limit his designations to those employees whose jobs relate specifically to data which may be obtained from these terminals.

In order to provide safeguards for confidential information regarding students, their family and personnel employed by the district, the superintendent of schools will use all reasonable means to parcel access to this data among several employees. The division of activity shall be coded as follows:

- A. Activating and deactivating the terminal.
- B. Access to student demographic information.
- C. Access to student attendance information.
- D. Access to student scheduling and grade reporting information.
- E. Access to personnel information.
- F. Ability to edit information relating to student attendance.
- G. Ability to edit information for student scheduling and grade reporting and data.
- H. Ability to edit information relating to personnel data.
- I. Ability to add or drop students from the data base.

The responsibility to activate or deactivate individual terminals located in each school building will be vested with the principal of the school. One assistant principal in the same school will be designated by the superintendent of schools to act in the principal's absence. In a school which has no assistant principal, the principal of that school may, in writing, nominate one other responsible employee to activate or deactivate the terminal.

Access to attendance data and the ability to add or drop students from the data base will be restricted to the assistant principal for student support services. Access to attendance data and the ability to change or add data shall be restricted to one attendance clerk in each building designated by the superintendent of schools.

**Security of Information -- District-leased
Computer System (Continued)**

Access to student scheduling and grade reporting data and the ability to modify or add data will be restricted to one clerk designated by the superintendent of schools in each building. Whenever possible, this individual will be different from the individual designated to access change or add data to the attendance system.

Access to personnel data and the ability to change or add data will be restricted to two secretaries designated by the superintendent of schools.

The assistant superintendent for business will be entitled to coded knowledge for all divisions above described. The assistant superintendent, without the advance approval of the superintendent of schools, may have access to or use such data as is deemed important for the interests of the school district.

It is the intent of the Board of Education that this policy be observed by all employees with full recognition for the need to guarantee privacy of information relating to students, their families and to personnel employed by the district. Toward this end, the Board of Education encourages the superintendent of schools and the principals of the schools to create and publish administrative regulations which complement this policy and enhance its implementation.

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