

**Policy Statement # 1925 (Administration) of the Board of Education  
Regarding Student Data Governance and Privacy**

I. Purpose

- A. To establish standards and procedures for maintaining a student data governance and privacy program that aligns with federal, state, and local laws and regulations.

II. Definitions

- A. Data Governance – A formalized organizational approach to managing the processing of student data across Calvert County Public Schools.
- B. Data Governance Board – A group designated by the Superintendent that provides data governance oversight and collaborates with Calvert County Public Schools executive administration and data stewards for ensuring alignment of practices with policies and procedures related to student data governance.
- C. Data Privacy – The protection of student data from unauthorized access and data processing.
- D. Data Stewards - Managers and administrators within an organization who are responsible for implementing Calvert County Public Schools data governance policy and maintaining data quality and security.
- E. Student Data – Any personally identifiable data generated by students, teachers, or Calvert County Public Schools that is by or about an individual student in the educational setting that is saved, stored, or maintained.
- F. Personally Identifiable Information (PII) – Any information that alone or in combination, would make it possible to identify an individual with reasonable certainty.

III. Policy Statement

- A. The Board of Education of Calvert County recognizes its responsibility as stewards of safeguarding student data throughout the school system. As a local education agency, the Board acknowledges the need for a comprehensive policy to address student data governance and privacy that confirms compliance with legal and regulatory mandates, protects Personally Identifiable Information (PII), establishes a commitment to public transparency about Calvert County Public Schools student data practices, and institutes standards for safeguarding student data.

IV. Delegation of Authority

- A. The Superintendent is directed to develop administrative procedures to implement this policy in accordance with all local policies and local, state, and federal laws and regulations and to communicate this policy and accompanying procedures to all relevant parties.

V. Exceptions

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Adopted: 05/06/21; 6/13/24

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- A. There are no exceptions to this policy. The Board may temporarily suspend all or part of this policy. Suspension of all or part of this policy in no way relieves the Board of its obligation to comply with the pertinent local, state, and federal laws and regulations or the rules and regulations of the Maryland State Board of Education and the Maryland State Department of Education.

VI. Review

- A. This policy will be reviewed at the end of three years or sooner if approved by the majority vote of the Board of Education in public session.

VII. Effective Date

- A. This policy is effective June 13, 2024.

Citations:

State Law:

State Reg.: Maryland Personal Information Protection Act, Md. Code Com. Law § 4-3501 et seq.

Federal Law: Every Student Succeeds Act (ESSA), 20 U.S.C. §6301; Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232(g); Privacy Act of 1974, 5 U.S.C. § 552(a); The Annotated Code of Maryland, Education Article, §4-131, Student Data Privacy Act of 2015 COMAR 13A.08.02. Student Records

Adm. Reg.:

Neg. Agr.:

Other Citation:

Related Policies:

1315 Requests to Conduct Research

1920 Records Retention and Disposal

2305 Selection of MOI and Media Materials

2500 Test Administration and Data Collection

2718 Responsible and Appropriate Use of Computer Systems and Other Electronic Media

3610 Student Rights and Responsibilities