

Student Information System Security Policy



Purpose: To ensure that student information contained in MAS information systems is protected from improper disclosure in compliance with the Family Education Records Privacy Act and 6.19.5.8 NMAC. All school personnel who have access to the MAS data systems shall be required to abide by the following policy.

Employee Access to Digital Information

All MAS personnel shall be granted initial access only to levels in the student information systems that are appropriate and necessary to perform their work responsibilities. Some systems may require training before full access is permitted.

District personnel shall have access to MAS data systems to the extent access is required to perform their job functions. Data systems to which employees may have some or complete access to include but may not be limited to:

- MAS email system
- Purchasing and finance systems
- Human resource and payroll systems
- Maintenance reporting systems
- Student information databases
- Disciplinary databases
- Leave of absence reporting systems
- Digital training and class instruction databases

Use of these systems shall be subject to MAS's acceptable technology and internet use policies and directives of MAS officials. An employee violating this policy and related procedural directives may lose access to MAS data systems in addition to further corrective action as necessary.

If you have questions, please contact the Director of Operations.

Username Requirements

MAS employees must have a username assigned to access MAS data systems.

Password Requirements

Employees must use a password to verify their user identity when accessing MAS data systems.

Employees may not share their passwords and doing so may risk losing their privilege to access MAS's data systems.

Password issues should be directed to the Director of Operations or the Director of Human Resources.

Termination of Access

Employees' access to MAS data systems will be immediately terminated on the last day of an employee's employment. MAS may, if circumstances warrant, which is in the sole discretion of the MAS administration, temporarily limit or cease an employee's access to MAS data systems.

School Property

- All information uploaded into the MAS data systems is property of the school and employees should have no expectation of a right to access that data after termination of employment. Student and parent access to the information is governed by the Family Educational Rights and Privacy Act.

References

- Family Educational Rights and Privacy Act
- 6.19.5.8 NMAC

Adopted on: August 20, 2026

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