STANDARD POLICIES AND PROCEDURES

POLICY NAME **STUDENT INFORMATION SYSTEM SECURITY (SIS)**	Section: C Policy Number: 5 Effective Date: 5/1/2021 Review Date:

STUDENT INFORMATION SYSTEM SECURITY MEASURES: La Academia de Esperanza (LADE)

A.   LADE has developed and implemented a student information system security policy that addresses the following components:

    (1)   Issuance of passwords to ensure system integrity (for example, the number of characters to be used, require that at least three (3) different types of characters be used, and preclude the use of spaces).

    (2)   Requires the use of password protected screensavers with time-out.

    (3)   Prohibits sharing of passwords.

    (4)   Establishes an internal system for tracking and identifying individuals with access to the student identification system, the type of access authorized, and the date, time, and location of any access.

    (5)   Ensures that access is immediately terminated upon cessation of an individual's authority for access.

B.   LADE will regularly review and, as appropriate, revise its student information system security policy.

C.   LADE may not use the SIS student identification number on student identification cards or display or utilize the student identification number within any other identification system that is not part of the student identification system.

D.   LADE shall inform employees to whom access to the student identification system is approved of the requirements of FERPA and the implementing regulations to FERPA. If the Head Administrator has reason to believe that the requirements of FERPA have not been adhered to by an employee having access to the student identification system, the Head Administrator shall immediately cancel the individual's access authorization.

E.   Breach of security: The local Head Administrator shall immediately notify the PED's STARS coordinator if the Head Administrator has reason to believe that a breach of security has occurred with respect to the student identification system.