

7200-R Section 10, Workplace Security

Physical safeguards will be implemented for all workstations accessing sensitive information to restrict access to authorized users only.

This applies to all Campbell County School District workforce members including, but not limited to, full-time employees, part-time employees, trainees, volunteers, contractors, temporary workers, and anyone else granted access to confidential information by the District. In addition, this administrative regulation applies to all workstations and other computing devices owned or operated by the District and any computing device allowed to connect to the District's internal network.

Workstations will be positioned such that the monitor screens and keyboards are not within view of unauthorized individuals, as feasible.

Users should logoff prior to leaving the workstation. Under no circumstance must any password information be accessible on the workstation or its vicinity.

All workstations must be operated in a manner ensuring:

- Security of confidential information,
- Employment of a password protected screen saver and/or workstation locking mechanism when the workstation is unattended,
- Proper log off of workstations at the end of the business day,
- Routine back up of all critical data,
- Virus scanning of media prior to use on any workstation,
- Only approved software may be used on District systems,
- Workstations and approved software are used in accordance with contract agreements and copyright laws, and
- District computing devices are used only for work related purposes.

Periodic security reminders of new threats, such as computer viruses or "scams" to be aware of will be disseminated. The frequency and form these reminders take will be determined by the educational technology department.

The District will run anti-virus software on all computers that connect to the Internet and/or are networked together. The anti-virus software must be kept up to date, as new viruses (and other types of malicious code) are discovered daily.

ADOPTION DATE: May 11, 2021

LEGAL REFERENCE(S): Children's Online Privacy Protection Act (COPPA), Children's Internet Protection Act, 47 U.S.C. §254 (CIPA); The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and International Standards Organization (ISO 27002).

CROSS REFERENCE(S): 4374, 4675, 5147, 5276, 5330, 7100, and all sections under 7100-R.

ADMINISTRATIVE REGULATION: 7200-R, Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, and 13