

7200-R Section 11, Portable Devices

Confidential data must be accessed only on server systems. Confidential information may only be stored on portable systems if appropriate encryption software authorized by the technology department(s) is installed on the device. Any information stored on the portable system must be saved only in those folders that keep information encrypted.

This applies to all members of the District, including volunteers. This also applies to all types of portable devices, including and not limited to laptops, notebooks, smart phones, and any other mobile device capable of storing or transmitting confidential information.

Strong password controls must be implemented for all users of portable devices. This includes requirements for minimal password length and frequency of password changes.

When working on portable devices from a remote location, including from home, only secure connections must be used to access confidential information. If wireless communication is used with portable devices, the device must be configured as defined by the technology department(s) to ensure use of secure protocols.

Backup of information from portable devices must be conducted regularly and stored securely.

Users must logoff and shut down portable devices with confidential data before leaving the work space. Protection against malicious software should be in place and be kept up to date.

Devices must be configured to automatically logoff users according to Administrative Regulation 7200-R Section 8, Automatic Logoff.

RESPONSIBILITIES:

Users are responsible for the security of all portable devices. Special care should be taken to ensure confidential information is not compromised.

The educational technology department is responsible for conducting random audits of portable systems to check for unauthorized or unsecured files and compliance.

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, 10, 12, and 13