

E-mail Security Policy

Purpose:

The purpose of this policy is to protect the confidentiality and integrity of sensitive¹ information that may be sent or received via email.

Scope:

This policy applies to all Sweetwater County School District #1 workforce members including, but not limited to full-time employees, part-time employees, trainees, volunteers, contractors, temporary workers, and anyone else granted access to sensitive information by Sweetwater County School District #1. Further, the policy applies to all systems, network, and applications, as well as all facilities, which process, store or transmit sensitive information.

Policy:

Sweetwater County School District #1 will utilize the following guidelines regarding sending sensitive information via email:

- Emails containing sensitive information are permitted only when both the sender and receiver are members of Sweetwater County School District #1's workforce and the e-mail stays within the confines of Sweetwater County School District #1's local network. That is, both email addresses must end with "@sw1.k12.wy.us." When sending sensitive information via email, care should be taken to send only the minimum necessary.
- Emails containing sensitive information may not be sent to any other person outside of Sweetwater County School District #1's network.

Sweetwater County School District #1 provided e-mail systems are intended for official and authorized purposes only. E-mail messages are considered to be the property of Sweetwater County School District #1. If an employee is using district provided email synced on a personal device, there is the potential for a factory reset to be performed on the device at the server level.

Electronic information about an individual, such as a student or a staff member ~~client or a patient~~, in an organized set of records, should be protected to the extent that a hard copy record is protected, and disclosed only when required for authorized purposes.

E-mail system administrators and others with special system-level access privileges are prohibited from reading electronic messages of others unless authorized by appropriate Sweetwater County School District #1 management officials. However, Sweetwater County School District #1 officials will have access to e-mail messages whenever there is a legitimate purpose for such access, e.g., technical or administrative problems.

When e-mail is not in use, users are to exit the software to prevent unauthorized access.

¹ "Sensitive" is defined as any information that is not readily available to the public under federal or state public records accessibility laws. If a workforce member is unsure of whether information is sensitive and subject to this policy, the member must receive approval from their supervisor before sending in an unencrypted manner.

Responsibilities:

All individuals identified in the scope of this policy are responsible for:

- Abide by the terms and guidelines set forth by this policy

The Security Officer is responsible for:

- Maintaining procedures and forms in support of this policy
- Monitoring and enforcing workforce compliance with this policy

Compliance:

District and/or legal action may be taken for violations of applicable regulations and standards such as state and federal rules to include the Family Educational Rights and Privacy Act (FERPA).

Procedure(s): None

Form(s): None

References:

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)
- International Standards Organization (ISO 27002).

Adopted: 05/14/18