



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*

Jillian Balow

Superintendent of Public Instruction

Dicky Shanor

Chief of Staff

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Chief Academic Officer

Brent Young

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On the Web

edu.wyoming.gov
wyomingmeasuresup.com

E-mail Security Policy

Policy #: 4000-011

Version #: 2.0

Approved By: Jillian Balow, Superintendent, State of Wyoming Department of Education

Effective Date: May 1, 2016

Purpose:

The purpose of this policy is to protect the confidentiality and integrity of student, teacher, and Personally Identifiable Information (PII) data that may be sent or received via email.

Scope:

This policy applies to all State of Wyoming, Department of Education (WDE) workforce members including, but not limited to full-time employees, part-time employees, trainees, volunteers, contractors, temporary workers, and anyone else granted access to student data and sensitive information by WDE. All workforce members are responsible for the security of protected information.

Policy:

WDE recognizes that using email without the use of an encryption mechanism is an insecure means of sending and receiving messages.

The WDE will utilize the following guidelines regarding sending sensitive information via email:

- Sensitive information should not be sent by email
- Approved alternative methods of delivering sensitive information or PII including Agency SFTP, Wyoming Transcript Center, secured Fusion reports, or WDE network drives must be utilized
- "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 whether information is sensitive and subject to this policy, member must receive approval from supervisor before sending in unencrypted manner.

WDE, via the State Enterprise Solution, provided e-mail systems are intended for official and authorized purposes only. E-mail messages are considered by WDE to be agency property and subject to the Wyoming Public Records Act.

System administrators and others with special system-level access privileges are prohibited from reading electronic messages of others unless authorized by WDE Leadership.

Responsibilities:

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

- Abide by the terms and guidelines set forth by this policy
- Secure email access to prevent any unauthorized use



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Compliance:

Failure to comply with this or any other security policy will result in disciplinary actions as per HR Policy. Legal actions also 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); <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- State of Wyoming, Department of Enterprise Technology Services, 3400-P010: Email Management <http://ets.wyo.gov/resources/policies-and-standards>

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