



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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edu.wyoming.gov

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Information Security Strategy

Policy #: 4000-016

Version #: 2.0

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

Effective Date: May 1, 2016

Purpose:

The purpose is to provide reasonable and appropriate safeguards to ensure the confidentiality, integrity, and availability (CIA) of information assets by protecting those assets from unauthorized access, modification, destruction, or disclosure.

The State of Wyoming, Department of Education (WDE) will maintain an Information Security Program that complies with core business objectives as well as applicable Federal and State requirements. This program as described by WDE and State security policies and supporting plans and procedures, will clearly state the objectives, responsibilities, and enforcement requirements of WDE.

The purpose of WDE Information Security Program is to:

- Establish policies, procedures, plans, and standard tools to secure information in compliance with Federal and State security requirements, in addition to using National Institute of Standards and Technology, US Department of Education, guidelines and best practices
- Support WDE's mission by providing continuity of service to customers.
- Maintain unbroken trust with customers and stakeholders through practice of good stewardship of information assets.

Scope:

This policy applies to all 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. This information will be protected in any form including, but not limited to paper, electronic, or oral.

Policy:

WDE, in collaboration with the Department of Enterprise Technology Services (ETS), will implement safeguards determined to be reasonable and appropriate to protect its information assets to maintain the confidentiality, integrity, and availability (CIA) of those assets.

Responsibilities:

All individuals, groups, and organizations identified in the scope of this policy are responsible for:

- Compliance with all security policies



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The WDE Information Security Officer (ISO), as defined by the Assigned Security Responsibility Policy 4000-003, is responsible for:

- The development, implementation, and maintenance of WDE security policies
- Working with employees to develop procedures and plans in support of security policies

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/fpc/ferpa/index.html>

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Policy History: Initial effective date: May 1, 2016