



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*

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edu.wyoming.gov
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Portable Storage Device Policy

Policy #: 4000-022

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 ensure the secure use of portable storage devices utilized by members of the State of Wyoming, Department of Education (WDE).

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. The policy applies to all types of portable storage devices, including but not limited to “thumb” drives and external USB hard drives.

Policy:

Access to confidential data must be gained through WDE applications and servers. Under extenuating circumstances (WDE ISO permitted) may confidential data be utilized, transferred, and/or stored using a WDE approved portable storage device. Additionally, WDE authorized encryption software will be stalled and utilized on the device

Encryption utilization for portable storage devices will be configured by a member of the WDE Information Management Team and information documented appropriately.

Under no circumstances are personal storage devices to be used on any WDE systems. Additionally, WDE data classified as “confidential” will not be stored on any personally owned computing resource (i.e. laptop, desktop, “cloud” drives, etc).

Responsibilities:

Employees are responsible for the security of portable storage devices utilized for work. Special care should be taken to ensure that sensitive information is not compromised.

The ISO will ensure that key elements of this policy are included in annual training provided to all members of the workforce. The ISO will also include elements of this policy as security reminders sent to members of the workforce.

The ISO is responsible for conducting random data security audits of portable systems to check for unauthorized or unsecured files.

Compliance:



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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>

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