



**WYOMING**  
DEPARTMENT OF EDUCATION

*Creating Opportunities  
for Students to Keep  
Wyoming Strong*

**Jillian Balow**

Superintendent of Public Instruction

**Dicky Shanor**

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[edu.wyoming.gov](http://edu.wyoming.gov)

[wyomingmeasuresup.com](http://wyomingmeasuresup.com)

## **Unique User Identification Policy**

Policy #: 4000-032

Version #: 2.0

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

Effective Date: May 1, 2016

### **Purpose:**

The purpose is to assign a unique name and/or number for identifying and tracking user identity.

### **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 sensitive information by WDE. All workforce members are responsible for the security of protected information.

### **Policy:**

Each individual who accesses sensitive information, such as student, teacher, and Personally Identifiable Information (PII) data, will be granted some form of unique user identification, such as a login ID. At no time will any workforce member allow anyone else to use their unique ID. Likewise, at no time will any workforce member use anyone else's ID.

WDE will develop a standard convention for assigning unique user identifiers.

WDE will maintain a secure record of unique user identifiers assigned.

WDE, will track individual activities and record events as required by policies such as Audit and Information System Activity Review.

### **Responsibilities:**

The WDE Information Security Officer (ISO) will be responsible for ensuring the implementation of the requirements of Unique User Identification Policy.

### **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).



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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, 9400-P170 – User Access Management  
<http://ets.wyo.gov/resources/policies-and-standards>

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