



School Board Policies, Regulations and Bylaws

P3520.11

Business and Non-Instructional Operations

Electronic Information Security

The objective of electronic information security is to ensure business continuity and minimize business damage by preventing, controlling and minimizing the impact of security breaches. The purpose of this policy is to protect Common Ground Charter High School's (CGHS) electronic information resources from threats, whether internal or external, deliberate or accidental. Electronic information resources are defined as all CGHS computer equipment, including any desktop or laptop computers and all hardware owned or leased by CGHS; the school's computer network, and any computer software licensed to the school; and stored data. This policy shall apply to all users, whether or not affiliated with the school, of CGHS electronic information resources as well as to all uses of those resources, wherever located.

Common Ground High School will maintain access management processes to ensure that appropriate access will be afforded to electronic information resources.

Availability of the electronic information infrastructure is crucial to the continued effectiveness of Common Ground High School. The school will develop and implement procedures in accordance with prevailing industry standards and applicable federal and state law to manage environmental, developmental and disaster recovery requirements.

The school will educate all users regarding acceptable use and proper security procedures for electronic information resources.

The school will manage electronic information resources in accordance with applicable federal and state law and regulations, including laws regarding the confidentiality of student and personnel information and access to public records.

(cf. 3520.1 – Information Security Breach and Notification)

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

7-109 Destruction of documents.

10-15b Access of parent or guardians to student's records.

10-209 Records not to be public.

Business and Non-Instructional Operations

Electronic Information Security

Legal Reference: (continued)

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

Policy adopted: 9/23/19