

Title: Information Technology Security Policy

Effective Date: December 12, 2017

#### References:

UCA §53A-1-1401, Student Data Protection Act

Utah Administrative Rule, R277-487, Public School Data Confidentiality and Disclosure

#### Purpose

Ignite Entrepreneurship Academy (“IEA”) shall implement policies and procedures designed to protect the privacy of student data.

#### Policy

1. IEA will protect sensitive data, including personally identifiable student data, in accordance with federal and state laws and regulations. Applicable laws and regulations include but are not limited to the Utah Student Data Protection Act, the Utah Family Educational Rights and Privacy Act, Utah Administrative Rule R277-487 Public School Data Confidentiality and Disclosure, and the federal Family Educational Rights and Privacy Act.
2. IEA designates the Director as the Student Data Manager, who shall fulfill the responsibilities of a student data manager described in UCA §53A-1-1409 and rules adopted by the Utah State Board of Education. When appropriate, the Director may delegate such responsibilities to another IEA employee.
3. The Director shall establish, maintain, and follow a Data Governance Plan that complies with the requirements of the Utah Student Data Protection Act. The Data Governance Plan shall work in conjunction with this and any other IEA policy, administrative procedure, or plan concerning student data privacy and security. The Data Governance Plan shall be published on IEA’s website.
4. The Director shall establish, maintain, and follow an Information Technology Systems Security Plan that complies with the requirements of Utah Administrative Rule R277-487. The Information Technology Systems Security Plan shall work in conjunction with this and any other IEA policy, administrative procedure, or plan concerning student data privacy and security. The Information Technology Systems Security Plan shall be published on IEA’s website.
5. The Director shall create, maintain, and publish a metadata dictionary in accordance with the Utah Student Data Protection Act and rules adopted by the Utah State Board of Education.
6. IEA shall annually provide appropriate training regarding information technology security matters to its employees, aides, and volunteers who are authorized by IEA to have access to education records.
7. In order to be transparent with the IEA community and to protect the privacy of its students, IEA will list on the website in an easy to understand manner what student data is collected, why it is

collected, who will have access to the data, and how it is collected. The website will also list a summary of the privacy policies of the significant software and apps used in the school.

Sources used in preparation of this policy

Ascent Academies of Utah, *Student Data Privacy and Security Policy*, 2017  
Maria Montessori Academy, *Information Technology Security Policy*, 9/12/17

Date originally approved: December 12, 2017

Attest:

Board Chair/President

Board Secretary

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name