

## **MANAGEMENT SUPPORT**

### **Data Security and Privacy**

#### **Organizational, Staff and Student Data**

The data world has grown considerably more complex in the quantity and breadth of data, the internal and external demands to access and analyze data along with the sophistication of its use. As a result, there are a number of challenges facing the district around management, security and the use of data whether it be student, staff or related to the district as an organization. The purpose of this policy is to provide guidance and a framework to encourage and support the district's use of data for decision-making purposes to improve student learning, while safeguarding the security of the data and the privacy of our students, staff and the district as an organization.

Regardless of the device with which Everett Public Schools data is accessed, staff members and contractors are expected to protect student, staff and district-related personal and sensitive information at all times. This policy covers the use of district-purchased devices, as well as devices used by employees and/or contractors that are not owned by the district to access district data, web-based tools and services, including applications.

Data permeate all aspects of the district ranging from individual student performance information, to the classroom, schools, operations departments, and the school board; and thus, this policy must serve a wide range of needs. In light of the rapidly changing data environment, the accompanying procedure should be annually reviewed. The superintendent or designee will establish procedures that define the district's responsibilities for data security and privacy.

Cross references:

[Board Policy 1332](#)  
[Board Policy 2124](#)  
[Board Policy 2125](#)

[Procedure 2125P](#)

[Board Policy 3250](#)  
[Board Policy 3600](#)  
[Procedure 3600P](#)  
[Board Policy 5225](#)  
[Procedure 5225P](#)  
[Procedure 6550P](#)  
[Everett Public Schools Business Information Manual](#)

Authorization of Signatures  
Digital Citizenship and Media Literacy  
Web-based Resources and Other Online Educational Services  
Web-based Resources and Other Online Educational Services  
Release of Student Directory Information  
Student Records  
Student Records  
Technology  
Technology  
Data Security and Privacy

Legal references: [Chapter 28A.604 RCW](#)  
[20 U.S.C. § 1232g](#)  
[34 CFR Part 99](#)

Student user privacy in education rights  
Family Educational Rights and Privacy Act  
(FERPA)  
Family Educational Rights and Privacy

Adopted: August 23, 2016  
Updated: March 2017  
Updated: February 2018  
Updated: May 2018  
Updated: February 2020