
Purpose

To identify responsibility for computerized data systems and record management, and set procedures which address the granting, changing, and termination of data access rights.

Definitions

N/A

Policy Statement

The Superintendent shall have the responsibility of establishing and maintaining a secure data collection, analysis, retrieval, and dissemination system that will generate accurate statistical data and other information as may be desired or needed by local, state, or federal authorities.

The Superintendent shall also make such reports as are required by the State Board of Education, State Superintendent, and the Board of Education of Allegany County.

Guidelines and standards for the retention and disposition of student records maintained by the school system shall be in compliance with the current edition of Maryland Student Records System Manual and Records, Retention and Disposition Manual for Public School Systems of Maryland; Refer to ACPS Policy EHB.

Access to ACPS computer systems is granted by the data systems administrator once proper approval and access rights are indicated on the *Account Access Request Form* (see Exhibit). User accounts are created and passwords established based on the guidelines set forth in the Maryland State Department of Information Technology Security Manual (<https://doit.maryland.gov/policies/Pages/default.aspx>). Data Systems may include but are not limited to the Student Information System, Enterprise Resource Planning System or Financial System, Security Access Systems such as cameras and door entry systems, Electronic Mail and other communication systems, File Storage and Sharing systems.

Change and termination of access rights is determined by the Superintendent or his designee and provided to the data systems administrator. Human Resources provides a monthly Personnel Actions Report which identifies resignations, retirements and new hires. Based on this monthly report, if not identified sooner, the data systems administrator will revoke access, move shared data files, and remove the user accounts. Contract employee accounts, if not identified sooner, are set to expire at the end of each fiscal year.

Inconsistencies discovered in required reports are delivered to the data systems administrator who investigates the reported inconsistency to analyze and determine the nature of the discrepancy. Should it be a data inconsistency, the data systems administrator works with the school administrator to reconcile the error (for example, in a student record). If the inconsistency is in reporting, the data systems administrator will rerun the report once clarification on the error is determined.

Legal Reference			
Policy History	Adopted	Reviewed	Revised Jan. 10, 2006, 1 st Reading Feb. 14, 2006, 2 nd Reading March 3, 2020, 1 st Reading April 28, 2020, 2 nd Reading