



**SWEETWATER COUNTY  
SCHOOL DISTRICT #1**

## Agenda Item 11-d

### Facility Access Controls Policy

# Facility Access Controls Policy

**Policy #:**

**Version #:** 1.0

**Approved By:**

**Effective Date:**

**Purpose:**

The purpose is to ~~implement policies and procedures to~~ limit physical access to Sweetwater County School District #1's electronic information systems and the facility or facilities in which they are housed, while ensuring that properly authorized access is allowed.

**Scope:**

This policy applies to Sweetwater County School District #1 in its entirety, including all workforce members. Further, the policy applies to all systems, network, and applications, as well as all facilities, which process, store or transmit sensitive information.

**Policy:**

Sweetwater County School District #1 will ~~launch activities to~~ ensure compliance with the Facility Access Control standard. ~~and its associated implementation specifications of contingency operations, facility security plan, access control and validation procedures, and maintenance records.~~

Sweetwater County School District #1 will safeguard the facility and equipment from unauthorized physical access, tampering and theft.

Sweetwater County School District #1 will continually assess potential risks and vulnerabilities to sensitive information and develop, implement and maintain appropriate safeguards to ensure compliance with the requirements of the impacted regulation.

All repairs and modifications to the physical components of the facility shall be documented and maintained by the Security Officer.

All repairs and maintenance, including installation of hardware and software will be documented and maintained by the Security Officer.

~~The Facility Security Plan shall be reviewed and updated at least once every quarter.~~

~~Maintenance of all hardware and software will be reviewed on an annual basis.~~

Tests on the security attributes of all hardware and software will be conducted on an annual basis.

**Responsibilities:**

The Security Officer will be responsible for the implementation of the requirements or the Facility Access Controls Policy.

**Compliance:**

District and/or legal action 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).

**Procedure(s):**

## Access Control and Validation Procedures

### **Form(s):**

Maintenance Records

### **References:**

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)
- International Standards Organization (ISO 27002).
- Facility Access Control Standard