



**SWEETWATER COUNTY
SCHOOL DISTRICT #1**

Agenda Item 10-c

Recommendation for the approval of the Assigned Security Responsibility Policy

Assigned Security Responsibility Policy

Policy #:

Version #: 1.0

Approved By:

Effective Date:

Purpose:

The purpose of this policy is to identify the security official who is responsible for the development and implementation of the policies and procedures required by the State of Wyoming. This individual's ultimate goal is to protect the confidentiality, integrity, and availability of critical information assets at Sweetwater County School District #1 and to ensure compliance with the impacted regulations.

Scope:

This policy applies to Sweetwater County School District #1 in its entirety, including all workforce members.

Policy:

Sweetwater County School District #1 will assign final responsibility of security to one individual who will be referred to as the "Security Officer."

Responsibilities of the Security Officer include (but are not limited to):

- Ensuring all policies, procedures, and plans required by regulations are developed, implemented, and maintained as necessary.
- Monitoring changes in legislation that may affect Sweetwater County School District #1 and its security position.
- Monitoring changes and advances in technology that may affect Sweetwater County School District #1 and its security position.
- Performing technical and non-technical evaluations or audits on security processes in order to find and correct weaknesses and guard against potential threats to security.
- Acting as an internal consultant and external spokesperson for Sweetwater County School District #1 in all issues related to security.
- Ensures a system for reporting and responding to security incidents (as well as violations of regulations) is in place and functioning.
- Deliver, on an ongoing basis, security awareness training to all members of the workforce.

If the Security Officer is not able to meet the requirements of this policy, or is no longer affiliated with the organization, Sweetwater County School District #1 will assign these responsibilities to a new Security Officer. The appointment will be documented with the Security Officer Declaration Log.

Responsibilities:

All workforce members identified in the scope of this policy are responsible for:

- Supporting and providing assistance to the Security Officer whenever necessary when the Security Officer is acting in the role described under the policy section.

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): None

Form(s): None

References:

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