

**FINANCIAL MANAGEMENT**

Data Governance and Security

It is the policy of Helena School District that data or information in all its forms--written, electronic, or printed--is protected from accidental or intentional unauthorized modification, destruction or disclosure throughout its life cycle. This protection includes an appropriate level of security over the equipment, software, and practices used to process, store, and transmit data or information.

The Superintendent is authorized to establish, implement, and maintain data and information security measures. The policy, standards, processes, and procedures apply to all students and employees of the District, contractual third parties and agents of the District, and volunteers who have access to District data systems or data.

This policy applies to all forms of Helena School District data and information, including but not limited to:

- A. Recorded speech communication in all formats,
- B. Hard copy data printed or written,
- C. Communications sent by post/courier, fax, electronic mail or other forms.
- D. Data stored and/or processed by servers, PC's, laptops, tablets, mobile devices, etc., and
- E. Data stored on any type of internal, external, or removable media or cloud based services.

Cross Reference:        3612    District-Provided Access to Electronic Information, Services, and Networks

Legal Reference:        20 U.S.C. § 9134            Children's Internet Protection Act  
                                 47 C.F.R. 54.520            Children's Internet Protection Act  
                                    Certifications

Policy History:

Adopted on:                1.9.2018

Revised on: