

7200-R Section 12, Access Authorization

District employees will initially have limited rights of access to confidential information. The employee's job description will be reviewed to determine their individual access level. Requests for access to confidential information will be submitted to the appropriate administrator or supervisor.

The administrator or supervisor of District software programs, who is assigned security role responsibilities, is responsible for ensuring the implementation of appropriate access authorization. These data stewards will review the access rights of individuals to ascertain they are aligned with the individual's job role or function.

ADOPTION DATE:

LEGAL REFERENCE(S): Children's Online Privacy Protection Act (COPPA), Children's Internet Protection Act, 47 U.S.C. §254 (CIPA); The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and International Standards Organization (ISO 27002).

CROSS REFERENCE(S): 4374, 4675, 5147, 5276, 5330, 7100, and all sections under 7100-R.

ADMINISTRATIVE REGULATION: 7200-R, Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 13

ADMINISTRATIVE FORMS: 7200 Form, CCSD System Access Request