

7200-R Section 13, Technology Access Upon Employment Conclusion

Procedures must be implemented quickly, securely, and appropriately to terminate access to confidential information when employment ends.

The conclusion of employment of staff members will result in the human resources department and the technology departments coordinating their activities to ensure password access to all District systems, programs, applications, and information is immediately revoked; and District provided keys, fobs, ID's, smart cards, etc. are returned or inactivated.

Documentation of these procedures is required by all departments.

ADOPTION DATE: May 11, 2021

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 12