

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM

10910 Clarksville Pike
Ellicott City, MD 21042

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Chief Accountability Officer

Data Privacy and Protection

To: All Staff

From: E. Grace Chesney
Chief Accountability Officer

Protecting the privacy of sensitive data regarding both students and staff is everyone's responsibility. To ensure that staff members at all levels of the school system participate in safeguarding measures, staff are reminded:

- Do not leave sensitive data unlocked or unattended; lock computer screens and sensitive data when away from desks.
- Use appropriate procedures for sharing data.
- When working with sensitive data, use only devices, applications, and cloud computing services that are approved by HCPSS.
- Prevent others from using personal HCPSS computing devices.
- Ensure your HCPSS system access matches your current position/role.

In addition, certain HCPSS policies include provisions aimed at protecting the privacy of sensitive data. These policies include:

- Policy 3040: Technology Security
- Policy 4050: Procurement of Goods and Services
- Policy 4080: Disposition of Property
- Policy 7010: Confidentiality of Personnel Records and Files
- Policy 8080: Responsible Use of Technology and Social Media
- Policy 9050: Student Records and Confidentiality

Federal laws outline which forms of sensitive data are protected. Specifically:

- FERPA (Family Educational Rights and Privacy Act) protects the privacy of students' Educational Records and Personally Identifiable Information
- PPRA (Protection of Pupil Rights Amendment) protects the rights of parents and students to withhold certain personal or private information from federally funded research.
- COPPA (Children's Online Privacy and Protection Act) protects children from having their online digital identifiers tracked by cloud based computer programs and applications
- HIPAA (Health Insurance Portability and Accountability Act) protects the privacy of both students' and staff's health records

EGC/CDL/CBJ