



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*

Jillian Balow

Superintendent of Public Instruction

Dicky Shanor

Chief of Staff

Brent Bacon

Chief Academic Officer

Megan Degenfelder

Chief Policy Officer

Dianne Bailey

Chief Operations Officer

Cheyenne Office

Hathaway Building, 2nd Floor
2300 Capitol Avenue
Cheyenne WY 82002-2060
Phone: (307) 777-7675
Fax: (307) 777-6234

Riverton Office

320 West Main
Riverton, WY 82501
Phone: (307) 857-9250
Fax: (307) 857-9256

On the Web

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MEMORANDUM NO. 2017-105

TO: School District Superintendents
Principals
Computer/Technology Coordinators
Business Managers

FROM: Dianne Bailey, Chief Operations Officer

DATE: September 25, 2017

SUBJECT: District Data Security Policy Guidelines

SCHOOL DISTRICT DATA SECURITY GUIDELINES RELEASED

As a result of W.S. 21-2-202 (a)(xxxvii)(A-E), the Wyoming Department of Education (WDE) consulted with the Department of Enterprise Technology Services, the Department of Audit, and school district technology directors to establish guidelines for school districts for the collection, access, privacy, security and use of student data by school districts.

These [guidelines](#) are being provided to assist districts with the creation of their own data privacy and security policies, as required by W.S. 21-3-110 (a)(xxxv). Policies must be adopted by the district board of trustees and effective no later than January 1, 2018.

The guidelines provided are based on industry standards and best practices. Guidelines are meant to be a general rule, principle, or advice that can be used to spark conversation between district stakeholders. Districts can develop and adopt policies using these guidelines, but are not required to create policies for all of the guidelines provided.

This list of guidelines is not comprehensive, and other guidelines and policies may/should be considered.

The guidelines can be found on the WDE [website](#), along with [policy templates](#) that can be tailored to your district.

For questions about the School District Data Security Guidelines, contact Ken Reynolds, Information Management Division Director, at 307-777-8014 or ken.reynolds@wyo.gov.