



WYOMING
DEPARTMENT OF EDUCATION



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Superintendent of Public Instruction



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edu.wyoming.gov
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Applications and Data Criticality Analysis

Policy #: 4000-002

Version #: 2.0

Approved By: Jillian Balow, Superintendent, State of Wyoming
Department of Education

Effective Date: January 5, 2015

Purpose:

The purpose of this policy is to assess the relative criticality of specific Wyoming Department of Education (WDE) applications and data in support of other contingency plan components.

Scope:

This policy applies to all WDE workforce members including, but not limited to full-time employees, part-time employees, trainees, volunteers, contractors, temporary workers, and anyone else granted access to sensitive student information. In addition, some third parties such as contractors or vendors may be required to abide by parts or all of this policy as indicated in contractual requirements.

Policy:

WDE will assess the “critical” areas of the business, which would include:

- Critical business functions
- Critical infrastructure
- Critical sensitive information or records

The specific components of applications and data criticality analysis must include:

- Network architecture diagrams and system flowcharts that show current structure, equipment addresses, communication providers and system interdependencies.
- Identification and analysis of critical business processes surrounding sensitive information.
- Identification and analysis of key applications and systems used to support critical business processes.
- A prioritized list of key applications and systems and their recovery time objectives.
- Documented results of an analysis of the internal and external interfaces with key applications and systems.
- Adequate redundancies within the network infrastructure to reduce or eliminate single points of failure.
- Mitigating controls or work-around procedures in place and tested for single points of failure that are unable to be eliminated.

Responsibilities:

The WDE Information Security Officer (ISO) will be responsible for ensuring the implementation of the requirements of Applications and Data Criticality Analysis.



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Compliance:

Failure to comply with this or any other security policy will result in disciplinary actions as per HR Policy. Legal actions also may be taken for violations of applicable regulations and standards such as state and federal rules to include the Family Educational Rights and Privacy Act (FERPA).

Procedure(s): None

Form(s): None

References:

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99);
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- State of Wyoming, Department of Enterprise Technology Services, 8100-P131: Information Classification
<http://ets.wyo.gov/resources/policies-and-standards>

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Policy History: Initial effective date: June 1, 2014; Revised January 5, 2015.