Evaluation Policy

Policy #: 4000-013

Version #: 2.0

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

Effective Date: May 1, 2016

Purpose:
The purpose is to perform a technical and non-technical evaluation and subsequently, in response to environmental or operational changes affecting the security of sensitive information, that establishes the extent to which State of Wyoming, Department of Education (WDE) security policies and procedures meet the requirements of impacted regulations.

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 student data and sensitive information by WDE. All workforce members are responsible for the security of protected information.

Policy:
WDE will evaluate the technical and non-technical implementations of its Security Policies and procedures. This evaluation will be completed on an "as needed" basis, but not less than once a year. The purpose of this evaluation will be to determine the effectiveness of the Policies as well as to ensure compliance with state and federal regulations.

This evaluation will occur annually, as well as when any of the following events occur:

- There is a change to any state or federal regulation that may affect the Security Policies
- There is a new state or federal regulation that may affect the Security Policies
- There has been a significant breach of security or other security incident within WDE
- Any other time the WDE Information Security Officer (ISO) feels there is a need to evaluate the Security Policies at WDE

Should a policy or procedure be found to be ineffective, missing, or otherwise flawed, WDE will:

- Amend (or add) the policy or procedure in a timely manner
- Communicate the new policy or procedure to the affected workforce members and ensure that they understand the changes

Responsibilities:
All workforce members are responsible for understanding and following all security related policies and procedures

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The WDE Information Security Officer (ISO) is responsible for:

Ensuring all workforce members understand and follow security related policies and procedures

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

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