

THE SCHOOL DISTRICT OF PHILADELPHIA

No. 829

Section: 800 Operations

Title: Information Security

Adopted: January 25, 2024

Revised:

829 INFORMATION SECURITY

Purpose

As a custodian of sensitive data belonging to students, employees, and parents, the Board of Education (“Board”) recognizes its responsibility to safeguard this data from unauthorized use, disclosure, disruption, modification, or destruction. While data loss or compromises can be caused by human error, hardware malfunction, natural disaster, security breach, etc., and may not be completely preventable, the Board enacts this Policy to promote confidentiality, integrity, and availability of the information assets owned and operated by the School District of Philadelphia (“District”). This Policy directs the District to establish a framework for risk management in the information security arena and sets the strategic and operational security activities in-line with business objectives.

Authority

As authorized by the Pennsylvania Public School Code, the Board may adopt and enforce such reasonable rules and regulations as it may deem necessary and proper regarding the management of its school affairs. [1]

Furthermore, as required by the Family Educational Rights and Privacy Act (FERPA), the Board shall protect all personally identifiable information in education records from disclosure to unauthorized parties and without parental consent. [2]

Delegation of Responsibility

The Board directs the Superintendent or their designee, through the Office of Information Technology and Data Management (OITDM), to develop Administrative Procedures and other protocols that outline how the District will manage security risk to information assets across the following domains:

- Identify

- Protect
- Detect
- Respond
- Recover

OITDM shall develop these Administrative Procedures and protocols to take into account industry best practices.

OITDM shall outline the plan for training of users of District information assets and systems in Administrative Procedures.

OITDM shall report on the information security strategy and implementation periodically to the Superintendent and the Board.

The Board emphasizes the shared responsibility of people and teams across the District to uphold the principles and administrative procedures set forth within this policy.

Legal References:

1. [24 P.S. § 5-510](#)
2. [20 U.S.C.A. §1232g](#), et seq.