

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS
Board of Education
Upper Marlboro, Maryland

0117
Policy No.

BOARD OF EDUCATION POLICY

BASIC COMMITMENTS

Information Technology Services – Information Security

Prince George's County Public Schools will put preventive measures in place to protect sensitive information in electronic format, written format, photographs, paper copies, CD/DVD media, and storage tapes. PGCPs will also maintain procedures to dispose properly of old equipment and media to ensure sensitive data is secure. In addition, PGCPs will train its employees, annually, in security awareness to help mitigate security risks.

If it has been determined that a user has improperly accessed sensitive information or has attempted to access sensitive information, the user can expect disciplinary actions which may include, but are not limited to:

1. Immediate suspension of equipment and/or information access.
2. Disciplinary action by school/office administration.
3. Letter of reprimand.
4. Arrest or prosecution.
5. Additional disciplinary action may take place as appropriate.

The Board of Education directs the Superintendent to develop administrative procedures, including an information technology security plan to implement this policy.

Policy Adopted
9/28/06

Policy Amended
4/29/10