

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Access Security Procedures	
Procedure No. 7540-00-03	Eff. Date: 6/1/18
Implements Board Policy(ies) 7540 "Computer Technology and Networks," 7540.03 "Student Network and Internet Acceptable Use Policy" 7540.04 "Employee Network and Internet Acceptable Use Policy" 2416 "Student Privacy and Parental Access to Information," 8330 "Student Records"	Last Reviewed: 6/1/18

1. Background

Describe relevant background to the implementation of the policy.

In compliance with Board policies 7540 "Computer Technology and Networks," 7540.03 "Student Network and Internet Acceptable Use Policy", 7540.04 "Employee Network and Internet Acceptable Use Policy", 2416 "Student Privacy and Parental Access to Information," and 8330 "Student Records," the following administrative procedures have been developed by the ITM Department. The purpose of this document is to inform employees at Cincinnati Public Schools of the rules and procedures relating to data access compliance.

Cincinnati Public Schools takes the privacy of our employees and students very seriously. To ensure that we are protecting our organization and student data from security breaches, these procedures must be followed and will be enforced to the fullest extent.

2. Responsibilities

Title: Chief Information Officer	
Address: 2651 Burnet Ave	
Phone: 513-363-0341	Cell phone:
<i>Describe responsibilities:</i>	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

[Access Security Procedures](#)

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Account Request Form	Account Request Form Online	
2. Non CPS Employee Account	Non CPS Employee Account Forms	
3. Email/Home Drive Data Access Request Form	Email/Home Drive Data Access Request Form	

6. Additional Information

Describe any additional information relevant to the implementation of the policy.