



# Casa Esperanza Montessori

a dual-language charter school and preschool community

**Policy Number:** 6.3.2

**Section:** Student Support

**Title:** Electronic Information Security Policy

The objective of electronic information security is to ensure business continuity and minimize business damage by preventing, controlling and minimizing the impact of security breaches. The purpose of this policy is to protect Casa Esperanza Montessori School's electronic information resources from threats, whether internal or external, deliberate or accidental. Electronic information resources are defined as all Casa Esperanza Montessori School computer equipment, including any desktop or laptop computers and all hardware owned or leased by the school; the Casa Esperanza Montessori School computer network, any computer software licensed to the Casa Esperanza Montessori School; and stored data. This policy shall apply to all users, whether or not affiliated with Casa Esperanza Montessori School, of CEMCS electronic information resources as well as to all users and uses of those resources, wherever located.

Casa Esperanza Montessori School will maintain access management processes to ensure that appropriate access will be afforded to electronic information resources.

Availability of the electronic information infrastructure is crucial to the continued effectiveness of Casa Esperanza Montessori School. Casa Esperanza Montessori School will develop and implement procedures in accordance with prevailing industry standards and applicable federal and state law to manage environmental, developmental and disaster recovery requirements.

Casa Esperanza Montessori School will educate all users regarding acceptable use and proper security procedures for electronic information resources.

Casa Esperanza Montessori School will manage electronic information resources in accordance with applicable federal and state law and regulations, including laws regarding the confidentiality of student and personnel information and access to public records.

Legal Reference: Family Education Rights and Privacy Act of 1974, 20 U.S.C. § 1232g; 34 C.F.R. Part 99; 10 U.S.C. § 503; 32 C.F.R. Part 83; G.S. 115C-47 (26); G.S. 115C-114; G.S. 115C-402; G.S. 115C-403; G.S. 174.13; G.S., Chapter 132; G.S. 115C-319 to -321; Records Retention and Disposition Schedule: Local Education Agencies, N.C. Dep't of Cultural Resources

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Copy in School Handbook (Yes / No)  
Copy in Faculty Handbook (Yes / No)

Signature:

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Paula Bickley, Board Chair

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Date Adopted