

POLICY

BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

Related Entries: DI, DI-RA, DL-RA, IH, IH-RA

Responsible Office: OFFICE OF INFORMATION TECHNOLOGY

DATA GOVERNANCE

A. PURPOSE

To establish a data governance policy to manage and maintain data privacy and security practices in the processing of personally identifiable information across Anne Arundel County Public Schools' (AACPS) information technology and records management systems.

B. ISSUE

It is the responsibility of AACPS to ensure that legal measures are taken and best practices followed to protect personally identifiable information of employees and students across AACPS information technology and records management systems. Further, the *Family Educational Rights and Privacy Act* generally prohibits the disclosure by schools that receive federal education funding of personally identifiable information from a student's education records unless an exception applies.

C. POSITION

The Board of Education of Anne Arundel County (Board) is committed to ensuring that the operation of AACPS websites, online services, and applications designed for Pre-K-12 school purposes are protected from unauthorized access, destruction, use, modification, or disclosure. AACPS shall maintain reasonable storage and security procedures and best practices in place to protect AACPS data. Accordingly, the Board supports the development and implementation of:

1. A data privacy and security incident response plan;
2. A security breach notification plan;
3. Electronic restrictions and safeguards;
4. Procedures and requirements for allowing access to personally identifiable information for a legitimate research purpose and in accordance with State and federal laws; and

5. Procedures and best practices in the areas of data governance, transparency, and professional development.

D. IMPLEMENTATION

The Superintendent is authorized to develop regulations to implement this policy.

Policy History: Adopted on 04/21/21; Technical Edit 06/17/25

Note Previous Policy History: None

Legal Reference: 20 U.S.C. § 1232g; 34 CFR Part 99; Children's Online Privacy and Protection Act (COPPA); Family Educational Rights and Privacy Act (FERPA); Health Insurance Portability and Accountability Act (HIPAA); Student Data Privacy Act of 2015, Sections 1-101 and 7-2101 through 7-2105 of the Education Article