

Unique User Identification

EHAAL

The intent of this document is to assign a unique name and/or number for identifying and tracking user identity. This policy applies to Crook County School District #1 in its entirety, including all workforce members. Further, the policy applies to all systems, network, and applications, as well as all facilities, which process, store, or transmit sensitive information.

Each individual who accesses sensitive information via computer at CCSD#1 will be granted some form of unique user identification, such as a login ID. At no time will any workforce member allow anyone else to use their unique ID. Likewise, at no time will any workforce member use anyone else's ID. CCSD#1 will develop a standard convention for assigning unique user identifiers and maintain a secure record of unique user identifiers assigned.

The technology coordinator and business manager will be responsible for ensuring the implementation of the requirements of this policy. Failure to comply with this or any other security policy may result in disciplinary actions. Legal actions also may be taken for violations of applicable regulations and standards such as state and federal rules to include the Family Educational Rights and Privacy Act (FERPA).

References:

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)
- International Standards Organization (ISO 27002).

Adopted: January 16, 2017

Reviewed: June 21, 2021