

3240 - Information Security Policy**A. PURPOSE**

This Policy acts as an umbrella document to all other security policies and associated standards. This Policy, and its associated administrative procedures, defines the responsibility to:

- Protect and maintain the confidentiality, integrity and availability of information and related infrastructure assets.
- Manage the risk of security exposure or compromise.
- Assure a secure and stable information technology (IT) environment.
- Identify and respond to events involving information asset misuse, loss, or unauthorized disclosure.
- Monitor systems for anomalies that might indicate compromise; and
- Promote and increase the awareness of information security.

Failure to secure and protect the confidentiality, integrity, and availability of information assets in today's highly networked environment can damage or shut down systems that operate critical infrastructure, financial and business transactions, and vital functions; compromise data; and result in legal and regulatory non-compliance.

B. SCOPE

This Policy, and its associated administrative procedures, encompasses all systems, automated and manual, for which the Warren County School District has administrative responsibility, including systems managed or hosted by third parties on behalf of the Warren County School District.

C. ADMINISTRATIVE PROCEDURES

In accordance with the Policy, the Superintendent, or the Superintendent's designee, shall develop administrative procedures to implement and operationalize its purposes, scope, and directives. The administrative procedures will serve as practical guidelines, outlining the specific steps, protocols, and responsibilities necessary for adherence to the Policy's objectives, purposes, and scope. In developing the administrative procedures, the superintendent or the Superintendent's designee shall collaborate with relevant stakeholders, including administrators, and staff members. Furthermore, the Superintendent or the Superintendent's designee shall oversee the dissemination of, and training on, this Policy and its associated administrative procedures.

D. COMPLIANCE

To the greatest extent feasible under the circumstances, compliance is expected with this Policy and any associated administrative procedures. A District employee who violates this Policy or its associated administrative procedures may be subject to disciplinary action, up to and including termination, in accordance with all applicable District disciplinary policies and procedures.

- Adoption Date - _____, 2024
- Revision Date -
- Review Date -
- Legal Reference -
- Cross Reference - Policy 3235