

Section 3.4z-5 Data Use and Governance Policy

The Butler County Board of Education's Data Use and Governance Policy is based upon, but not limited to, maintaining compliance with the Family Educational Rights and Privacy Act (FERPA). This policy is also based on the knowledge that the appropriate use of data is essential in accelerating student learning, program and financial effectiveness and efficiency, and policy development. This policy serves the purpose to ensure that all data collected, managed, stored, transmitted, used, reported, and destroyed by the Board is done so in a way to preserve and protect individual and collective privacy rights and ensure confidentiality and security of collected data.

The Superintendent is authorized to establish, implement and maintain data security procedures to include a method of establishing data security classifications, implementing procedural and electronic security controls and maintaining records regarding security access. The data security measures will apply to Board employees and all Board operations. Any unauthorized access, use, transfer, or distribution of Board data by any employee, student, or any other individual may result in disciplinary action which may include a recommendation for termination and/or other legal action.

The Superintendent will appoint individuals to serve on a Data Governance Committee. The committee will be responsible for reviewing the Data Governance Policy and Procedures annually and making recommendations for revisions to the Superintendent. Training on the data governance policy and procedures will be provided annually to all staff members and will be documented.

(Approved November 20, 2014)