

Endeavor Hall Charter School's  
Student Data Protection Policy

1. Purpose:

The purpose of this policy is to ensure the secure use and handling of all school data, computer systems, and computer equipment by Endeavor Hall Charter School's students, patrons, and employees.

2. Policy

It is the policy of Endeavor Hall Charter School to support secure network systems in the school including security for all personally identifiable information that is stored on paper or stored digitally on school-maintained computers and networks. This policy supports efforts to mitigate threats that may cause harm to the school, its students, or its employees.

Endeavor Hall Charter School will ensure reasonable efforts will be made to maintain network security. Data loss can be caused by human error, hardware malfunction, natural disaster, security breach, etc., and may not be preventable.

All persons who are granted access to the school network and other technology resources are expected to be careful and aware of suspicious communications and unauthorized use of school devices and the network. When an employee or other user becomes aware of suspicious activity, he/she is to immediately contact a school supervisor with the relevant information.

This policy and procedure also covers third party vendors/contractors that contain or have access to Endeavor Hall's critically sensitive data. All third party entities will be required to sign the **Restriction on Use of Confidential Information Agreement** before accessing our systems or receiving information.

It is the policy of Endeavor Hall Charter School to fully conform with all federal and state privacy and data governance laws. Including the Family Educational Rights and Privacy Act, 20 U.S. Code 1232 g and 34 CFR Part 99 (hereinafter "FERPA"), the Government Records and Management Act U.C.A. 62G-2 (hereinafter "GRAMA"), U.C.A. 53A-1-14-1 es seq and Utah Administrative Code R277-487.

Professional development for staff and students regarding the importance of network security and best practices are included in the procedures. The procedures associated with this policy are consistent with guidelines provided by cyber security professionals worldwide and in accordance with Utah Education Network and the Utah State Office of Education. Endeavor Hall Charter School supports the development, implementation, and ongoing improvements for a robust security system of hardware and software that is designed to protect Endeavor Hall Charter School's data, users, and electronic assets.

Teachers will be trained on the appropriate way to use educational apps and programs. This includes maintaining security of student data and using clear communication with administration and parents about the use of the program in their classroom. All apps or programs used in the classroom will be communicated with parents at the beginning of the year and throughout the year.