School System Data Privacy and Security: What You Need to Know

In an increasingly digital world, safeguarding the personal information of our students and staff is a top priority. Our school system is committed to maintaining robust data privacy and security practices.

Our Commitment to Data Security & Privacy:

Our District regularly reviews internal policies to ensure we meet all requirements. While these policies are for internal use, we want our community to understand the steps we take to protect the privacy and security of our staff and students.

Our local policies cover best practices for:

- **User Information Security**: These guidelines protect student, staff, and District information systems from unauthorized access, use, disclosure, disruption, modification, or destruction. They also guide creating and protecting passwords.
- **Cyber Security Training**: Northside ISD requires all staff to complete annual cyber security awareness training. This goes beyond state law, which only mandates this training for certain officials.
- **District Email Retention**: This policy helps employees determine which email information to keep and for how long, categorizing emails as either temporary or official records.
- **Disaster Recovery Plan**: Our system and data backup retention schedule aligns with the Texas State Library and Archives Commission Local Retention Schedule to ensure we can recover from disasters.
- **Destruction of Records**: This outlines the procedures for the secure destruction of public records, aligning with the Texas State Library and Archive Commission (TSLAC) Local Retention Schedules. Secure data destruction is vital for maintaining data privacy.
- **Employee Directory Information**: This policy defines what information is considered "public information" and what can be restricted from public access, showing our commitment to data privacy by clearly outlining what personal information is accessible.
- **Data Privacy Agreements**: Our policy outlines the requirements a teacher must follow to onboard a new program or tool for their classroom.