

Staff Safety & Security: Our Shared Responsibility



Our Mission and Goal

What are we doing and why is it important?

- **Our Objective:** We are working to build a school culture where everyone—including our students, staff, and families—shares the responsibility for both digital and physical security. This collective effort is vital for keeping all district users, our school infrastructure, and sensitive data safe.
- **What This Means for Your Child:** We are working hard to make sure our technology is always working so your child's learning is never interrupted. We are also focused on keeping their information safe from online threats like hacking and unauthorized access, and making sure we follow all privacy laws for student data.

Key Dates and Milestones for staff

Milestone / Deliverable	Target Date	Status	Owner
Annual Cybersecurity Training	First 10 days of school	Required	All Staff
Handbook & AUP Review & Acknowledgement	First 10 days of school	Required	All Staff/Students
Technology Training *Mini Lessons & Virtual Training	Yearly	Ongoing	All Staff

What This Means for Our Staff

Area of Impact	New Process / Expectation
Data Protection & Privacy	NEVER store sensitive student or financial data (PII) on local drives, personal devices, or unapproved cloud services. Use only approved, encrypted, and district-managed systems.
Phishing & Email Security	Treat <i>all</i> external and suspicious internal links/attachments with caution. Report all questionable emails immediately using the ' Report Phish ' button.
Physical Security & Access	NEVER share district passwords (including Wi-Fi or local administrator credentials). Ensure desktop computers are locked when stepping away. Immediately report lost/stolen devices.
Cross-Functional Collaboration	Report any observed security policy violations (digital or physical) to a manager or the security coordinator.

Communication and Staff Support

Resource	Purpose	Contact / Location
Report an Incident	Immediate reporting of breaches, lost devices, or account compromise.	Helpdesk 397-7700 or EasyVista in the Portal
Training & Policy Hub	AUPs, guides, and mandatory training links.	Employee Connection