

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** October 25, 2011

**TO:** **BOARD OF EDUCATION**

**FROM:** Dr. Joe A. Hairston, Superintendent

**SUBJECT:** **REPORT ON THE PROPOSED NEW BOARD OF EDUCATION  
POLICY 4008 – DATA GOVERNANCE**

**ORIGINATOR:** Renee A. Foose, Deputy Superintendent

**RESOURCE  
PERSON(S):** Michele O. Prumo, Chief of Staff  
Dale R. Rauenzahn, Executive Director, Student Support Services  
Frank Curnoles, Manager, Technology, Student Data

**RECOMMENDATION**

That the Board of Education reviews the proposed new Policy 4008, *Data Governance*. This is the first reading.

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Attachment I – Policy Analysis  
Attachment II – Policy 4008

**POLICY ANALYSIS FOR  
BOARD OF EDUCATION POLICY NEW 4008  
DATA GOVERNANCE**

**Statement of Issues or Questions Addressed**

A new policy has been developed to establish a framework of standards and guidelines to be followed in the management of school system data, including maintaining the confidentiality, integrity, and availability of these data is critical to the success of the mission of the Baltimore County Public Schools. Currently, the school system does not have a single, unified data governance policy that defines its expectations regarding the stewardship of its administrative and student data. This new policy directs that guidelines be implemented for the proper stewardship and custody of data and to inform users of their responsibilities.

**Cost Analysis and Fiscal Impact on School System**

Employees identified as “data stewards” will be required to implement this policy; it is not expected that additional staff will be required. Additional data quality and master data management tools will also be required, as well as training for employees. Funding has been secured through the Race to the Top grant (Project 7).

**Relationship to Other Board of Education Policies**

1. Board of Education Policy 3170, *Quality Management System*
2. Board of Education Policy 4002, *Obligations of the Employees of the Board of Education of Baltimore County*
3. Board of Education Policy 4104, *Telecommunications Access to Electronic Information, Services and Networks*
4. Board of Education Policy 5230, *Student Records*
5. Board of Education Policy 8361, *Statement of Purpose and Policy*
6. **Related Rule:** Superintendent’s Rule 2373, *Public Information Act Request: Schedule of Fees*

**Legal Requirements**

1. 18 U.S.C. §2701-2711, *Electronic Communications Privacy Act*
2. 20 U.S.C. §1232g, *Family Educational Rights and Privacy Act (FERPA)*
3. 42 U.S.C. §1320d-1, *Health Insurance Portability and Accountability Act (HIPAA)*
4. *Annotated Code of Maryland*, State Gov’t §§10-611 to -630, *Access to Public Records (Maryland Public Information Act)*
5. COMAR 13A.08.02, *Student Records*

**Similar Policies Adopted by Other Local School Systems**

1. Howard County Public Schools, Policy 3040, *Technology Security*
2. Atlanta Board of Education, Georgia, Policy EF, *Information Security*

**Draft of Proposed Policy**

Attached

**Other Alternatives Considered by Staff**

Staff considered revising Board of Education Policy 4006, *Telecommunications Access to Electronic Information, Services and Networks*; however, the recommended policy is significantly broader in scope and addresses data issues beyond the acceptable use of technology.

**Timeline**

First reading – October 25, 2011

Public comment – November 8, 2011

Third reading/vote – December 6, 2011

PERSONNEL: GENERAL

DATA GOVERNANCE

I. POLICY STATEMENT

DATA AND RECORDS STORED ON BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) INFORMATION SYSTEMS ARE THE PROPERTY OF BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS). MAINTAINING THE CONFIDENTIALITY, INTEGRITY, AND AVAILABILITY OF DATA SUPPORTING THE WORK OF THE EDUCATIONAL AND ADMINISTRATIVE FUNCTIONS OF THE SCHOOL SYSTEM IS CRITICAL TO THE SUCCESS OF THE MISSION OF THE BOARD. THIS DATA IS A STRATEGIC ASSET TO THE SCHOOL SYSTEM AND SHOULD BE MANAGED ACCORDING TO SOUND DATA GOVERNANCE PROCEDURES

II. IMPLEMENTATION

THE BOARD DIRECTS THE SUPERINTENDENT TO PRESERVE THE SECURITY AND INTEGRITY OF SCHOOL SYSTEM DATA AND RECORDS, IMPLEMENT GUIDELINES FOR PROPER STEWARDSHIP AND CUSTODIANSHIP OF DATA, AND INFORM USERS OF DATA OF THEIR RESPONSIBILITIES.

LEGAL REFERENCES: 18 U.S.C. §2701-2711, *ELECTRONIC COMMUNICATIONS PRIVACY ACT*  
20 U.S.C. §1232g, *FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)*  
42 U.S.C. §1320d-1, *HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)*  
*ANNOTATED CODE OF MARYLAND, STATE GOV'T*  
§§10-611 to -630, *ACCESS TO PUBLIC RECORDS (MARYLAND PUBLIC INFORMATION ACT)*  
COMAR 13A.08.02, *STUDENT RECORDS*

RELATED POLICIES: BOARD OF EDUCATION POLICY 3170, *QUALITY MANAGEMENT SYSTEM (QMS)*  
BOARD OF EDUCATION POLICY 4002, *OBLIGATIONS OF THE EMPLOYEES OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY*  
BOARD OF EDUCATION POLICY 4104, *TELECOMMUNICATIONS ACCESS TO ELECTRONIC INFORMATION, SERVICES AND NETWORKS*  
BOARD OF EDUCATION POLICY 5230, *STUDENT RECORDS*  
BOARD OF EDUCATION POLICY 8361, *STATEMENT OF PURPOSE AND POLICY*

RELATED RULE: SUPERINTENDENT'S RULE 2373, *PUBLIC INFORMATION ACT REQUESTS*

POLICY ADOPTED: \_\_\_\_\_ BOARD OF EDUCATION OF BALTIMORE COUNTY