

**OFFICE OF EDUCATIONAL ACCOUNTABILITY**  
**Summary of State Board of Education Agenda Items**  
**October 17-18, 2013**

**OFFICE OF MANAGEMENT INFORMATION SYSTEMS**

15. Approval to begin the Administrative Procedures Act process: To rename and establish State Board Policy 5300 from MS Student Information Systems to Management Information Systems

**Executive Summary**

The Mississippi Code of 1972 Annotated Section 37-3-5 charges the State Department of Education with the execution of all laws relating to the administrative, supervisory and consultative services to the public schools and agricultural high schools of the school districts throughout the State of Mississippi. The newly proposed policy will ensure that the rules for access and usage of the Management Information System will be to conduct and support state business and educational functions as required by law.

Recommendation: Approval

Back-up material attached



# Mississippi Department of Education

DESCRIPTOR TERM:  <del>MS Student Information Systems</del>  <u>Management Information Systems</u>	CODE:  <b>5300</b>
ADOPTION DATE:	REVISION:

## STATE BOARD POLICY

Reserved

## 5300 Management Information Systems

The Office of Management Information Systems (MIS) is to ensure appropriate authorized access of IT resources and services, equipment and usage for the security and protection of information as assigned by State of Mississippi. These resources are provided to conduct and support state business and educational functions as required by law. MIS provides security and controls to enhance efforts in providing confidentiality, integrity and availability to the departments within MDE as with student and personnel information in schools, public and nonpublic school districts governed by the State Board of Education. All information technology assets that are managed, operated, maintained, or in the custody or proprietorship of the agency and/or hosted by third parties on behalf of MDE must be utilized to ensure:

Appropriate Use

Availability

Accountability

Data Integrity

Privacy and Confidentiality

Employees and authorized users are required to adhere to the "Appropriate and Acceptable Use Policy" that is published in the MDE Human Resource Employee Policy and Procedures Manual and on the MIS website. Users must read and acknowledge the policy as a condition of being granted access to Management Information System's technology assets during their tenure as an employee or authorized user. Users will be held responsible for protection of all technology resources and information for which they are entrusted and using them for their intended purposes.

The Management Information System's Information Technology Security Policy has been created as a directive of MS Information Technology Services as it applies in MS Code 25-53-1 to §25-53-25. Each agency must establish a framework to operate, develop, implement and apply appropriate security measures to protect and safeguard the agency and its users from forms of unauthorized access, malicious misuse, disclosure, modification or inadvertent compromise.

State board governed schools, public and non-public school districts are required to create a district wide Information Technology Security Policy. The policy will develop, implement and maintain district information technology resources that are managed, operated or in the custody or proprietorship of the district and/or MDE and/or hosted by third parties on behalf of the school district and/or MDE. The requirements and standards cannot be less than those established in the MIS Information Technology Security Policy.

The more restrictive policy will take precedence in the event of a conflict between the agency's policy and the district's policy.

### **Information Technology Steering Committee (ITSC)**

The Information Technology Steering Committee is established to be the coordinating body for the agency and school districts technology resources and information security-related activities. It is composed of appointed staff from the Office of Management Information Systems and representatives appointed by the State Superintendent of Education and/or a Deputy Superintendent of Education.

#### **ITSC responsibilities include:**

Assisting the Chief Information Officer (CIO) in developing, reviewing, and recommending technology resources and information security policies for the agency and all governed school districts by the board

Identifying and recommending industry best practices for technology asset usage and information security

Developing, reviewing, implementing and recommending federal and statewide standards, procedures and guidelines

Coordinating inter-departmental and school district professional and accurate communication and collaboration on technology usage, security issues and future access system changes

Coordinating statewide information technology and security education and awareness to all governed school districts by the state board

Sources: Federal Information Security Management Act of 2002 (FISMA)  
National Institute of Standards Technology (NIST)  
Federal Information Processing Standards 200 (FIPS)  
The Family Educational Rights and Privacy Act (FERPA)  
(20 U.S.C. §1232g; 34 CFR Part 99)  
No Child Left Behind Act of 2001  
The Individuals with Disabilities Education Improvement Act of 2004  
(IDEA) 34 CFR 300.560-300.577  
The U.S. Department of Agriculture – Use of Free and Reduced Price  
Meal Eligibility Information Nondiscrimination or Identification of  
Recipients, 42 USC 1758 (b)(2)(C)(iii)  
Richard B Russell National School Lunch Act (42U.S.C. 1751 et seq.)  
The Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq.)

*Miss. Code Ann. §37-3-5, §37-151-9, §25-53-1 to §25-53-25  
(Adopt 10/2013)*