

## **Unique User Identification Policy**

### **Purpose:**

The purpose is to assign a unique name and/or number for identifying and tracking user identity.

### **Scope:**

This policy applies to Sweetwater County School District #1 in its entirety, including all workforce members. Further, the policy applies to all systems, network, and applications, as well as all facilities, which process, store or transmit sensitive information.

### **Policy:**

Each individual that accesses sensitive information at Sweetwater County School District #1 will be granted some form of unique user identification, such as a login ID. At no time will any workforce member allow anyone else to use their unique ID. Likewise, at no time will any workforce member use anyone else's ID.

Sweetwater County School District #1 will

- Develop a standard convention for assigning unique user identifiers.
- Maintain a secure record of unique user identifiers assigned.
- Track individual activities and record events as required by policies such as Audit and Information System Activity Review.

### **Responsibilities:**

The Security Officer will be responsible for ensuring the implementation of the Unique User Identification Policy.

### **Compliance:**

District and/or legal action may be taken for violations of applicable regulations and standards such as state and federal rules to include the Family Educational Rights and Privacy Act (FERPA).

**Procedure(s):** None

**Form(s):** None

### **References:**

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)
- International Standards Organization (ISO 27002).

Adopted: 8/13/18