



# Maine Department of Education

## Data Systems Access Policy

**Issue Date:** March 15, 2020

**Revised Date:** June 1, 2021

### **Purpose:**

The authorization and maintenance of appropriate access to Maine Department of Education Data (MDOE) Systems.

### **Scope:**

All users of MDOE data systems are subject to this policy.

### **Policy Statement:**

The MDOE is committed to high standards of excellence for the use and protection of the data collection and reporting resources that support the mission. The MDOE receives, processes, stores, creates, and transmits an immense quantity of information to conduct business functions. Appropriate controls and security measures are necessary to protect from potential damage, to prevent compromises to confidentiality, and to mitigate interruption to State and school activities.

### **Statutes, Rules or References:**

Federal Statute 20 U.S.C. § 1232g; 34 CFR Part 99

Maine State Title 20A Chapter 13: §951 - §953

### **Definitions:**

A **Data System** is the assemblage of software applications, network of communication channels, and data collection interfaces that allow for the organizational operations.

The **User** is a person who uses or operates a data system.

**Internal Access** applies to users of any MDOE data system conducting department operations such as managers, contractors, and employees.

**External Access** applies to users of any MDOE data system who are outside of the department purview but need a level of system access to complete data collections and operational functions such as district superintendents or school principals.

**System Access Levels** are part of an access control procedure that allows a system access manager to set up a hierarchy of users limiting the set of information level users can access.

**System Access Manager** is the role assigned to a system user with the highest access level. The system access manager grants and terminates access for users and maintains a user log with access levels.

### **Responsibilities:**

The system access manager for each system is responsible for implementing this policy.

### **Procedure:**



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## Internal Access

The supervisor requests access for the user from the system access manager using an online access form or by emailed request if no online form exists. The system access manager determines the appropriate access level. Access is granted or denied and communicated to the user and the supervisor by email. The supervisor is responsible to notify the system access manager immediately regarding changes in user access needs.

## External Access

The superintendent or corresponding non-education supervisor (i.e. summer food sponsor) requests access for the user from the system access manager using an online access form or by emailed request if no online form exists. The system access manager verifies employment. The system access manager then determines the appropriate access level. Access is granted or denied and communicated to the user and the requestor by email.

## Access Review

All User Access levels should be updated or terminated, via established data system security workflows, in real time as a normal course of employee management. Any changes in employment will result in role appropriate user access modification or termination.

The system access manager shall review user access and complete employment verification quarterly to ensure normal user access management workflows are taking place in a coherent manner. All user access modifications or terminations will be communicated to the email address associated with the account.

Annually, the system access manager will review dormant user accounts and terminate user access as appropriate. All user access terminations will be communicated to the email address associated with the account.

## Document History & Distribution:

This document will be distributed to Maine DOE staff and posted on the Maine Data Warehouse web page.

Version	Revision Log	Date
Version 1.0	Initial Publication	March 15, 2020
Version 2.0	Annual review and update	June 1, 2021

Date: June 1, 2021

Division Director Signature: \_\_\_\_\_

Date: June 1, 2021

Commissioner Signature: \_\_\_\_\_  
(or Commissioner's Designee)