



Maine Department of Education

Data Systems Access Policy

Issue Date: March 15, 2020

Revised Date: n/a

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.



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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 Level** is 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:

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

The system access manager shall review user access and complete employment verification quarterly. Any changes in employment may result in user access modification or termination. All user access modifications or terminations will be communicated to the email address associated with the account.



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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 |
| | | |

Date: April 1, 2020

Division Director Signature: Joanne Allen

Date: April 1, 2020

Commissioner Signature: [Signature]
(or Commissioner's Designee)

Certificate Of Completion

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|---------------------------------------------------|----------------------------|
| Envelope Id: D38964F641C3410CB141067142CF8ABF | Status: Completed |
| Subject: Please DocuSign This Document | |
| Source Envelope: | |
| Document Pages: 3 | Signatures: 1 |
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| AutoNav: Enabled | Envelope Originator: |
| Envelopeld Stamping: Disabled | Joanne Allen |
| Time Zone: (UTC-08:00) Pacific Time (US & Canada) | joanne.allen@maine.gov |
| | IP Address: 162.248.186.11 |

Record Tracking

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|-----------------------|------------------------|--------------------|
| Status: Original | Holder: Joanne Allen | Location: DocuSign |
| 3/20/2020 10:23:05 AM | joanne.allen@maine.gov | |

Signer Events

| Signature | Timestamp |
|------------------------------------------------------|-------------------------------|
| Joanne Allen | Sent: 3/20/2020 10:23:06 AM |
| joanne.allen@maine.gov | Viewed: 3/20/2020 10:23:16 AM |
| Joanne Allen | Signed: 3/20/2020 10:23:49 AM |
| Security Level: Email, Account Authentication (None) | Freeform Signing |
| Signature Adoption: Pre-selected Style | |
| Using IP Address: 198.182.163.102 | |

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events

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| Envelope Sent | Hashed/Encrypted | 3/20/2020 10:23:06 AM |
| Certified Delivered | Security Checked | 3/20/2020 10:23:16 AM |
| Signing Complete | Security Checked | 3/20/2020 10:23:49 AM |
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Payment Events

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| Subject: Please DocuSign This Document | |
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| Document Pages: 4 | Signatures: 1 |
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| Envelopeld Stamping: Disabled | Daniel A. Chuhta |
| Time Zone: (UTC-05:00) Eastern Time (US & Canada) | Daniel.Chuhta@maine.gov |
| | IP Address: 162.248.184.11 |

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|------------------------------------------|-----------------------------------------------------|--------------------|
| Status: Original 3/31/2020 1:37:32 PM | Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov | Location: DocuSign |
| Security Appliance Status: Connected | Pool: StateLocal | |
| Storage Appliance Status: Connected | Pool: Carahsoft OBO Maine Department of Education | Location: DocuSign |

Signer Events

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| Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None) | Sent: 3/31/2020 1:37:34 PM Viewed: 3/31/2020 1:37:45 PM Signed: 3/31/2020 1:37:57 PM Freeform Signing |
|  | |
| Signature Adoption: Uploaded Signature Image Using IP Address: 198.182.163.102 | |

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In Person Signer Events

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Editor Delivery Events

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Intermediary Delivery Events

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Timestamp

Certified Delivery Events

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Carbon Copy Events

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Envelope Summary Events

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| Completed | Security Checked | 3/31/2020 1:37:57 PM |

Payment Events

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