

INFORMATION SYSTEMS SERVICES

- I. The Clark County School District operates information systems services to facilitate the operation of the Clark County School District's educational programs. These services include, but are not limited to, budget reports, enrollment data, attendance records, student audit lists, record storage, and business procedures.

- A. Available Services

Programs produced on a regular basis may be requested by school principals/department heads as deemed necessary provided such requests can be readily accommodated by Technology and Information Systems Services.

- B. New Services

All requests for new services or significant modifications to existing services shall be carefully evaluated for long- and short-range impact, and must be approved by the Assistant Superintendent, Technology and Information Systems Services. New services or modifications that require funding in excess of budget allocations must be approved by the Superintendent's Cabinet.

- C. Restricted Services

Certain computer-stored data implies a trust for nondisclosure. Requests for such data may tend to compromise that trust and must be evaluated carefully as follows:

1. Requests for personal-sensitive data of District employees must be approved by the Associate Superintendent, Human Resources Division.
    2. Requests for District-sensitive data of students must be approved by the Deputy Superintendent, Operations/Chief Financial Officer.

- II. The Division of Technology and Information Systems Services is responsible for developing and implementing procedures for data processing services.

Review Responsibility:	Technology and Information Systems Services
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Pol. Gov. Review:	3910:6/28/01