

1 **Browning Public Schools**

2
3 **Policy #8550**

4 **Policy Name:** *Cyber Incidents*

5 **Regulation** -----

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7 Cyber Incident Response

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9 A cyber incident is a violation or imminent threat of violation of computer security policies,
10 acceptable use policies, or standard computer security practices. An incident response capability
11 is necessary for rapidly detecting incidents, minimizing loss and destruction, mitigating the
12 weaknesses that were exploited, and restoring computing services.

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14 The School District is prepared to respond to cyber security incidents, to protect District systems
15 and data, and prevent disruption of educational and related services by providing the required
16 controls for incident handling, reporting, and monitoring, as well as incident response training,
17 testing, and assistance.

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19 Responsibilities of Specific Staff Members

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21 Individual Information Technology User:

22 All users of District computing resources shall honor District policy and be aware of what
23 constitutes a cyber security incident and shall understand incident reporting procedures.

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25 District Information Technology Director

26 Provide incident response support resources that offer advice and assistance with handling and
27 reporting of security incidents for users of School District information systems. Incident
28 response support resources may include, but is not limited to: School District information
29 technology staff, a response team outlined in this policy, and access to forensics services.

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31 Establish a Cyber Security Incident Response Team (CSIRT) to ensure appropriate response to
32 cyber security incidents. The CSIRT shall consist of _____. CSIRT responsibilities shall
33 be defined in the School District position descriptions.

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35 District Superintendent:

36 Develop organization and system-level cyber security incident response procedures to ensure
37 management and key personnel are notified of cyber security incidents as required.

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39 Procedures

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41 Designated officials within the District shall review and approve incident response plans and
42 procedures at least annually. The incident response plans and/or procedures shall:

- 43
44 • Provide the District with a roadmap for implementing its incident response
45 capability
46 • Describe the structure and organization of the incident response capability

- 1 • Provide a high-level approach for how the incident response capability fits into
2 the overall organization
- 3 • Meet the unique requirements of the District, which relate to mission, size,
4 structure, and functions
- 5 • Define reportable incidents
- 6 • Provide metrics for measuring the incident response capability within the
7 organization
- 8 • Define the resources and management support needed to effectively maintain and
9 mature an incident response capability

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11 Upon completion of the latest incident response plan, designated officials shall:

- 12 • Distribute copies of the incident response plan/procedures to incident response
13 personnel.
- 14 • Communicate incident response plan/procedure changes to incident response
15 personnel and other organizational elements as needed.
- 16 • Provide incident response training to information system users consistent with
17 assigned roles and responsibilities before authorizing access to the information
18 system or performing assigned duties, when required by information system
19 changes; and annually thereafter.
- 20 • Test the incident response capability for the information systems they support at
21 least annually to determine effectiveness.
- 22 • Track and document information system security incidents.
- 23 • Promptly report cyber security incident information to appropriate authorities in
24 accordance with reporting procedures.

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28 Cross Reference: Policy 5015 Bullying/Harassment/Intimidation

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30 Policy History:

31 Adopted on:

32 Reviewed on:

33 Revised on: