

CJIS Security Policy 5.8 specifies that media protection policy and procedures shall be documented and implemented to ensure that access to digital and physical media in all forms is restricted to authorized individuals. Procedures shall be defined for securely handling, transporting and storing media.

High School Math Live's media protection policy designates Brenda Barnett as the sole authorized individual allowed to access media regarding CJIS documentation. Brenda Barnett will manage the implementation of the media protection policy as directed by the CJIS Security Policy. Policy will be reviewed annually and after any security incident involving digital and/or non-digital media.

All media shall be stored on the CJIS website only and will be accessed by the High School Math Live computer which shall be stored in a secure location and accessed only by Brenda Barnett. This computer will have multiple layers of authentication, including a PIN sign-in page and double authenticated access to the CJIS website where all media is stored. If there is a need to create physical media, these procedures will be revised to accurately describe a protection policy that fits within the guidelines of the CJIS Security Policy as defined in section 5.8.

CJIS Security Policy 5.8.4 specifies physical media shall be securely disposed of when no longer required, using formal procedures. Formal procedures for the secure disposal or destruction of physical media shall minimize the risk of sensitive information compromise by unauthorized individuals. Physical media shall be destroyed by shredding or incineration. Agencies shall ensure the disposal or destruction is witnessed or carried out by authorized personnel.

High School Math Live will not maintain either digital or non-digital media with CJIS secure content. All content will be accessed solely from the CJIS website and will not be stored in any other format. If there is a need to create physical media, these procedures will be revised to accurately describe a physical media disposal policy that fits within the guidelines of the CJIS Security Policy section in section 5.8.4.

CJIS Security Policy Section 5.8.3 specifies an agency shall sanitize, that is, overwrite at least three times or degauss digital media prior to disposal or release for reuse by unauthorized individuals. Inoperable digital media shall be destroyed (cut up, shredded, etc.). The agency shall maintain written documentation of the steps taken to sanitize or destroy electronic media. The agency shall ensure the sanitization or destruction is witnessed or carried out by authorized personnel.

Because High School Math Live does not maintain digital media, the sanitization process is not applicable. If there is a need to create digital media, these procedures will be revised to accurately describe a digital media disposal policy that fits within the guidelines of the CJIS Security Policy section in section 5.8.3.

CJIS Security Policy Section 5.9 specifies that physical protection policy and procedures shall be documented and implemented to ensure CORI and information system hardware, software, and media are physically protected through access control measures.

High School Math Live's security policy for physical protection requires that Brenda Barnett be the sole person to access the single computer on which the CJIS website is accessed. The computer will be stored in a physically secure location with a defined perimeter. Only Brenda Barnett will access the computer and only Brenda Barnett will have the login information for the CJIS website. The computer display is positioned such that the information will not be visible to anyone other than Brenda Barnett. There will be no visitors or other workers within the work area where the computer is stored.