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Enclosure # 11

November 17, 2015

WILLIAM FLOYD UNION FREE SCHOOL DISTRICT

Memorandum **APPROVED**
BOARD OF EDUCATION MEETING

11/17, 20 15

To: Board of Education
From: Janet Gilmor, Assistant Superintendent for Human Resources
Date: November 10, 2015
Re: Resolution – Adoption of Policy – Data Networks & Security Access #5674

At the October 27, 2015, BOE meeting the Data Networks and Security Access Policy (#5674) was distributed to the Board for first review.

Accordingly, the following motion should be adopted:

RECOMMENDED MOTION:

That upon the recommendation of the Superintendent of Schools, the Board of Education hereby adopts the following Board Policy:

Board Policy #5674

Data Networks & Security Access

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SUBJECT: DATA NETWORKS AND SECURITY ACCESS

The District values the protection of private information of individuals in accordance with applicable law, regulations, and best practice. Accordingly, District officials and Information Technology (IT) staff will plan, implement, and monitor IT security mechanisms, procedures, and technologies necessary to prevent improper or illegal disclosure, modification, or denial of sensitive information in the District Computer System (DCS). Similarly, such IT mechanisms and procedures will also be implemented in order to safeguard District technology resources, including computer hardware and software. District network administrators may review District computers to maintain system integrity and to ensure that individuals are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.

In order to achieve the objectives of this policy, the Board of Education entrusts the Superintendent, or his/her designee, to:

- a) Develop password standards for all users including, but not limited to, how to create passwords and how often such passwords should be changed by users to ensure security of the DCS;
- b) Ensure that the "audit trail" function is enabled within the District's network operating system, which will allow the District to determine on a constant basis who is accessing the DCS, and establish procedures for periodically reviewing such audit trails;
- c) Establish procedures for tagging new purchases as they occur, relocating assets, updating the inventory list, performing periodic physical inventories, and investigating any differences in an effort to prevent unauthorized and/or malicious access to these assets;
- d) Periodically grant, change, and terminate user access rights to the overall networked computer system and to specific software applications and ensure that users are given access based on, and necessary for, their job duties;
- e) Limit user access to the vendor master file, which contains a list of vendors from which District employees are permitted to purchase goods and services, to only the individual who is responsible for making changes to such list, and ensure that all former employees' access rights to the vendor master list are promptly removed;

(Continued)

Non-Instructional/Business
Operations

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SUBJECT: DATA NETWORKS AND SECURITY ACCESS (Cont'd.)

- f) Determine how, and to whom, remote access should be granted, establish the District's needs and expectations, as appropriate, and monitor and control such remote access;
- g) Deploy software to servers and workstations to identify and eradicate malicious software attacks such as viruses and malware;
- h) Develop a disaster recovery plan appropriate for the size and complexity of District IT operations to ensure continuous critical IT services in the event of any sudden, catastrophic event, including, but not limited to fire, computer virus or deliberate or inadvertent employee action.

Adoption Date
~3/15#+

