

## COMPUTER SECURITY

Access to computer data stored within all computer systems will be strictly controlled for security.

The Principals, and Technology Coordinator is responsible for maintaining security through procedures developed by the superintendent. These procedures will determine who may have various degrees of access to the system and will state requirements for monitoring the continued proper educational use of the system.

These procedures will also describe:

1. Proper methods of disposal of reports containing confidential or financial information at the end of their use.
2. Methods to ensure system security after change of job status of employees having access to system passwords.
3. Methods to provide backup access in the event of the extended absence of the system administrator.
4. Procedures for Access and Security to district owned servers.
5. Procedures for Access and Security to district filtering system through ESU #9.