

1 The school system computers, networks, and other technological resources support the
 2 educational and administrative functions of the school system. Because employees and students
 3 depend on these systems to assist with teaching and learning and because sensitive and
 4 confidential information may be stored on these systems, system integrity and security is of
 5 utmost importance.

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7 **A. NETWORK AND INFORMATION SECURITY**

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9 The school system information technology systems are valuable assets that must be
 10 protected. To this end, school technology personnel shall evaluate each information
 11 technology asset and assign protective controls that are commensurate with the
 12 established value of such assets. Appropriate security measures must be in place to
 13 protect all information technology assets from accidental or unauthorized use, theft,
 14 modification, or destruction, and to prevent the unauthorized disclosure of restricted
 15 information. Network security measures must include an information technology system
 16 disaster recovery process. Audits of security measures must be conducted annually.

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18 All personnel shall ensure the protection and security of information technology assets
 19 that are under their control.

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21 **B. SECURITY AWARENESS**

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23 The technology director or designee shall provide employees with information to enhance
 24 awareness regarding technology security threats and to educate them about appropriate
 25 safeguards, network security, and information security.

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27 **C. MALWARE PROTECTION**

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29 Malware detection programs and practices must be implemented throughout the school
 30 system. The superintendent or designee is responsible for ensuring that the school system
 31 network includes current software to prevent the introduction or propagation of computer
 32 malware.

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34 **D. TRAINING FOR USE OF TECHNOLOGICAL RESOURCES**

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36 Users should be trained as necessary to use technological resources effectively and in a
 37 manner that maintains the security of the network infrastructure and ensures compliance
 38 with state and federal law and regulations. Such training should include information
 39 related to remote access, virus protection, the state student information and instructional
 40 improvement system applications, network and information security, and other topics
 41 deemed necessary by the superintendent or technology director. Training may be
 42 conducted as part of the technology-related professional development program (see
 43 policy 3220, Technology in the Educational Program).

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45 **E. ACCESS TO INFORMATION TECHNOLOGY SYSTEMS**

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47 Access to the school system’s information technology assets will be controlled and
48 managed to ensure that only authorized devices/persons have access.
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50 **1. User ID and Password**

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52 All users of information technology systems must be properly identified and
53 authenticated before being allowed to access such systems. The combination of a
54 unique user identification and a valid password is the minimum requirement for
55 granting access to information technology systems. Depending on the operating
56 environment, information involved, and exposure risks, additional or more
57 stringent security practices may be required as determined by the superintendent
58 or technology director. The technology director or designee shall establish
59 password management capabilities and procedures to ensure the security of
60 passwords.
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62 **2. Student Information System**

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64 The technology director or designee shall ensure that all school system computers
65 with access to the state student information system application pursuant to State
66 Board of Education Policy ~~TCS-ESBOP~~-018 adhere to relevant standards and
67 requirements established by the State Board of Education, including provisions
68 related to user identification and password and workstation security standards.
69 Employees must follow all such standards when using any computer to access the
70 student information system, including when using the employee’s personal
71 computer.
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73 **3. Remote Access**

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75 The superintendent and technology director may grant remote access to
76 authorized users of the school system’s computer systems. The technology
77 director or designee shall ensure that such access is provided through secure,
78 authenticated, and carefully managed access methods.
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80 Legal References: G.S. 115C-523, -524; State Board of Education Policy ~~TCS-ESBOP~~-018

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82 Cross References: Professional and Staff Development (policy 1610/7800), Technology in the
83 Educational Program (policy 3220), Technology Responsible Use (policy 3225/4312/7320),
84 Internet Safety (policy 3226/4205), School Improvement Plan (policy 3430), Use of Equipment,
85 Materials, and Supplies (policy 6520)
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87 Other References: *State of North Carolina Statewide Information Security Manual* (Enterprise
88 Security and Risk Management Office), available at

89 <http://it.nc.gov/document/statewide-information-security-manual>

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91 Adopted: November 19, 2015

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93 Revised: November 21, 2016; [DATE]

REVISED