

## **Remote Access Policy**

The Woods Charter School's computer systems, networks, and data repositories are critical resources and must be protected against unauthorized access, malicious access, and disruption of service. Authorized users may be permitted to connect remotely to systems, networks and data repositories for the conduct of business only through secure and authenticated access methods. Authorized users of such systems must take every precaution to prevent compromising confidential data. Such precautions include, but are not be limited to, proper user identifications and passwords. Hardware used to access these systems must have the latest security software and patches, including antivirus, anti-spyware, and anti-adware with up-to-date definition files.

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