HEWLETT-WOODMERE UFSD **Policy 4126.4**

COMPUTER RESOURCES AND DATA MANAGEMENT POLICY

The Board of Education recognizes that computer and information technology networks are powerful and valuable education and research tools and as such are an important part of the instructional program. In addition, the District depends on information technology as an integral part of administering and managing district resources, including the compilation of data and recordkeeping for student, personnel, finance, and inventory systems. The security and integrity of the district's computer network and data is a serious concern to the Board of Education and the District will make every reasonable effort to maintain the security of the system. Users of district computer resources shall comply with this policy. Failure to comply may result in disciplinary and/or legal action, as well as suspension and/or revocation of computer access privileges.

The Board of Education recognizes that since District data is managed by internal computer systems and hosted programs, it is critical to exercise appropriate controls to safeguard the integrity of the data systems. The Assistant Superintendent for Business shall develop and maintain a Computer Controls Regulation (R-4126.4) for the purpose of designating the framework of controls governing access to, and management of, computer records. This regulation will identify responsibilities of District personnel, separation of duties, system access, password, and data backup protocols.

The Board of Education also recognizes the importance of ensuring appropriate controls within operating systems. For each critical system, primary and backup administrators will be identified. In addition, rights and levels of access are to be assigned for each systems administrator who has responsibility for updates, installation and program modification and access protocols. For security reasons this listing will not be included within the regulation and will not be available for public review. It shall be provided to outside regulators or Board-appointed auditors when necessary and appropriate.

Adoption date: June 15, 2011

Abolished: January 17, 2018