

LONGWOOD CENTRAL SCHOOLS

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Review of Information Technology Inventory for the 2021-2022 School Year

Issue #1: While the District does have formalized procedures on how IT devices should be utilized to safeguard technology resources (i.e., access security protocols), and has processes in place to sanitize hardware when being disposed, policy #6900 does not specify how the disposal of hardware equipment will ensure compliance with Ed Law 2-d, which requires the District to ensure that sensitive data is protected at all times.

Management's Response: We agree that policy #6900 needs to be amended to describe how the District will ensure that all District-related data and information is permanently and completely removed. This will include if such data or information is of a sensitive, personal or confidential nature, and cannot be permanently and completely removed prior to discarding or selling, the equipment or supplies should be destroyed, and if reassigned or stored, the district will note that district data or information has not been permanently and completely removed. The district will also ensure that all district-related data and information is permanently and completely removed from equipment that is leased from a third party, prior to returning the equipment. The district will bring this recommendation forward to the Policy Committee. A recommendation will be made to the BOE for approval with the added language (**Planned Completion Date: 3/1/23**).

Issue #2:

We selected a representative sample of 60 devices (5 Smart Panels, 8 All-in-Ones, 3 document cameras, 5 computers, 2 laptops, 37 PC's) from the District's inventory spreadsheet based on the type assigned to the device. We then verified whether the device was at the location as stated in the inventory system and verified whether the inventory records for that device (e.g., tag number, serial number, location, user, etc.) were accurate. In addition, we randomly selected 26 devices found at various school buildings throughout the District to verify whether the inventory records captured the asset's data and that the data captured is accurate. We noted the following results from our testing:

Spreadsheet to Location test:

- There were 8 devices (6 PC's, 1 All-in-One, and 1 document camera) that were not found at the stated location per the spreadsheet.

- There were 2 Smart Panels where the serial number was not listed in the spreadsheet; however, we were able to confirm the existence of the devices based on the tag number, the model information, and the room number listed in the Spreadsheet.
- There 3 All-in-One devices, 2 PC devices and 1 document camera where the tag number was missing from the spreadsheet. We were able to confirm the existence of the all the devices (except the document camera) based on the serial number, the model information, and the room number listed in the spreadsheet.
- There were 2 devices, 1 computer and 1 All-in-One, where the serial number on the device did not match the serial number in the spreadsheet (the last number/letter was incorrect); however, we were able to confirm the device the existence of the devices based on the tag number, the model information, and the room number listed in the spreadsheet.
Location to Spreadsheet test:
- There were 3 devices found at the High School, 1 PC and 2 computers, that were not listed in the inventory spreadsheet.
- There was 1 document camera whose tag number was not recorded in the inventory spreadsheet.
- There were 2 devices, 1 PC and 1 computer, whose serial number did not match the serial number listed on the inventory spreadsheet (the last number/letter was incorrect). All other information (asset tag number, model description, and location) were correctly entered.

Management's Response: The district agrees that formal procedures for documenting the inventory of IT devices should be created. Our current system for documenting is a shared department spreadsheet. Due to COVID-19, our district had to cease in-person instruction in mid-March 2020. At that time, the District started distributing the available Chromebooks/laptops to students and staff to enable them to operate remotely. The District's reopening plan for the 2020-2021 school year necessitated continued remote learning; therefore, all students and staff needed appropriate devices to connect to the District. This change required the movement of equipment across the district to satisfy this demand. After review, we have accounted for all devices noted in Issue #2. The district will conduct an inventory of IT assets on an annual basis using the current shared spreadsheet system with an anticipated start date of 7/1/23. The district will further explore the implementation of an automated inventory system to replace the current shared spreadsheet system to facilitate the physical inventory of IT equipment (**Planned Completion Date 7/1/24**).

Issue #3:

Assignment of Student Chromebooks:

The Chromebooks are generally being used by students at the high school and the middle school. Staff at the high school and middle school building were responsible for distributing Chromebooks to students as well as maintaining the device agreement form. To assess the adequacy and accuracy of this spreadsheet, we selected forty (40) Chromebooks assigned to a student from the District's inventory spreadsheet (20 at the high school, 18 at the middle school, 1 at the junior high school, and 1 at Ridge elementary school), and then assessed whether the student was currently enrolled in the District and whether there was a signed agreement. We noted the following:

- The buildings do not have standardized documented procedures for handing out and tracking Chromebooks provided to students

- The device asset tag and serial numbers were not consistently documented on the student device agreement form. Without having the user sign an agreement for a specific device, the District would be unable to identify which device(s) and/or how many devices have been assigned to any specific student.
- The inventory spreadsheet lacked the asset tag number for 17 devices.

Management's Response:

The district agrees that all buildings should have standardized documented procedures for handing out and tracking Chromebooks provided to students. The district will revisit the integration of a Mobile Device Management software to track the location of a Chromebook in the case of theft or misplacement (**Planned Completion Date: 7/1/23**). The district will further explore the implementation of an automated inventory system rather than the current shared spreadsheet system to facilitate performing the physical inventory of IT equipment (**Planned Completion Date: 7/1/24**). The district will review the list of students with devices on a quarterly basis to ensure assigned devices are for active students only (**Planned Start Date: 4/1/23**).

Issue #4:

Assignment of Faculty/Staff Devices:

We selected 60 devices (Chromebooks) assigned to faculty/staff from the District's inventory spreadsheet. We then obtained the employee's name associated with the assignment to determine whether the device was being used by an active employee. Lastly, we obtained the last login date to assess whether if the device was being actively used. We noted that 46 of the 60 devices were assigned to a specific employee, and we confirmed all 46 devices were assigned to active employees of the District. Per discussions with the District, the remaining 14 devices were not assigned to an employee and were waiting to be deployed. We noted the following:

- 36 of the 60 devices did not have a tag number entered in the inventory spreadsheet, thereby making it more difficult for the District to properly manage inventory.
- Of the 46 devices that were assigned to an employee, 7 devices had not been used for over two months, 4 of which had not been used in over 6 months. Devices that are not regularly used may be indicative that the device is not working properly or is lost/stolen.
- Of the 14 devices that were not assigned, 8 were used within a few weeks of our test period, which may indicate that the device is being used by an unauthorized user. In addition, we noted 6 devices were not used in over 5 months, 1 of which was not used in almost 3 years. The District was unable to confirm the location of these devices.

Management's Response:

The district agrees that a full inventory Assessment of all Chromebook devices assigned to faculty/staff are properly accounted for on an annual basis. The district was able to account for all devices noted in Issue #4. The district will also review the last date used before year-end to determine whether there are any active devices that have not been used within a period of time (**Planned Completion Date: 6/20/23**).

III- Software Application Inventory Management

Per Auditor's comment, the district will submit to District's legal counsel any District's Data Privacy Agreement that vendors have made changes to. Additionally, the District will date stamp agreements that are received.