

South Orangetown Central School District

160 Van Wyck Road, Blauvelt, NY 10913

October 6, 2022

Office of the New York State Comptroller
Division of Local Government & School Accountability
PSU – CAP Submission
110 State Street, 12th Floor
Albany, NY 12236

Dear Office of the New York State Comptroller:

This letter outlines the South Orangetown Central School District's Corrective Action Plan to the recent audit titled "South Orangetown Central School District - Network User Accounts (2022M-24)" issued August 12, 2022. The South Orangetown Central School District acknowledges the findings and recommendations of the audit. The areas in which the district was cited for improvement are addressed below and corrective actions included.

Key Findings:

- Ensure procedures for granting, changing, and disabling network access are consistently followed by all departments.
- Always review all network user accounts to determine if they are needed.
- Disable 30 of the 3,675 network user accounts that were no longer needed. The 30 accounts include 13 generic accounts, nine former employee accounts and eight contractor accounts.


Key Recommendations:

- Ensure that unneeded network user accounts are immediately disabled and regularly review enabled network user accounts for necessity.

While the district has established procedures for the creation and disabling of user accounts, the district will ensure all departments adhere to the procedures to ensure the timely processing of new network accounts, changes to existing accounts, and the disabling of former user accounts. The Technology Department has disabled the network accounts identified in the audit that are no longer required. Lastly, to ensure the integrity of the district's security, the district has implemented an account auditing application that will allow the district to monitor and assess the use and status of network accounts. The application will be able to provide automated reports to the Technology Department whenever changes are made to a network account.

The South Orangetown Central School District would like to thank the Office of the State Comptroller for the professional way the audit was conducted and we appreciate the feedback and recommendations provided. The recommendations from this audit will help improve the district's information technology practices and procedures.

Sincerely,



Robert R. Pritchard, Ed.D
Superintendent of Schools

cc: Board of Education
Gregory Kern, Interim School Business Official
George Brady, Director of Technology

South Orangetown Central School District

160 Van Wyck Road, Blauvelt, NY 10913

Unit Name: South Orangetown Central School District

Audit Report Title: Network User Accounts

Audit Report Number: 2022M-24

1. Audit Recommendation:

Ensure District procedures for granting, changing, and disabling network access are consistently followed by all departments.

Implementation Plan of Action(s):

To ensure compliance with established process and procedures, the Director of Technology and the Director of Staff Relations will review the account management process and employee exit procedures with all individuals involved in the processing of network accounts. The review will involve central office, building administration, personnel staff, and technology staff.

Implementation Date:

- Administrative Review – 8/29/2022
- Support Staff Review – 9/22/2022
- New district personnel when onboarded

Person Responsible for Implementation:

- Director of Technology
- Director of Staff Relations

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2. Audit Recommendation:

Maintain a list of authorized nonemployee network user accounts and routinely evaluate and disable any unnecessary accounts.

Implementation Plan of Action(s):

The Director of Technology will maintain a yearly list of authorized nonemployees and will routinely evaluate their status. The Technology Department will verify the status of the nonemployees by requesting a formal accounting of the nonemployee user status by the supervisor of the nonemployees.

All nonemployee network account forms will require a termination date at the time of submission. All nonemployee accounts include BOCES staff, contractors, consultants, and per diem staff. The supervisors of the nonemployees are responsible for ensuring timely notification of changes to the nonemployee's status.

Implementation Date:

- 8/22/2022
- Bi-annual report from Administrator / Supervisor

Person Responsible for Implementation:

- Director of Technology
- Administrator / Supervisor

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3. Audit Recommendation:

Ensure that network user accounts are disabled as soon as account termination request forms are received. (IT)

Implementation Plan of Action(s):

The Technology Department will ensure network users accounts are disabled upon the receipt of a Network Account Termination form from the Staff Relations Department. In alignment with existing IT procedures, the Technology Department will immediately process and submit account termination requests to BOCES via the BOCES Help Desk.

The Staff Relations Department will provide the Technology Department with quarterly employment status reports for both new employees and former employees throughout the school year. This report will include the employees name, status, date of hire and date of termination as appropriate.

The Staff Relations Department will ensure a Network Account Termination form is submitted to the Technology Department upon any change in an employee's employment status.

Implementation Date:

- 9/22/2022
- Quarterly report from Staff Relations Department

Person Responsible for Implementation:

- Director of Staff Relations
- Director of Technology

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4. **Audit Recommendation:**

Maintain a list of authorized employee network user accounts and ensure account termination request forms are submitted to the IT Department whenever an employee leaves District service.
(PERSONNEL)

Implementation Plan of Action(s):

The Staff Relations Department will maintain a list of authorized employees and their status.

Changes to an employee's status will be submitted to the Technology Department in a timely manner via the network account termination process.

As part of the Exit Interview process, Staff Relations personnel will ensure a Network Account Termination form is submitted to the Technology Department upon any change in an employee's status.

Implementation Date:

- 9/22/2022

Person Responsible for Implementation:

- Director of Staff Relations