



Minneota Public School District District Procedures

Adopted: May 2023

Revised: November 2024

DISTRICT PROCEDURES: TECHNOLOGY OFFBOARDING

1. PURPOSE

These Technology Offboarding Procedures outline the actions and responsibilities of all parties involved in the offboarding process for employees, contractors, and temporary workers ("leaving employees") at Minneota Public School. It is important when an employee leaves the district that we close accounts and revoke permissions. A smooth exit for a leaving employee is important for both the school district and the leaving employee. Formalizing the offboarding process mitigates legal and security threats and ensures that the leaving employee's departure causes minimal disruption. The purpose of these procedures is to ensure a smooth transition, maintain the security and integrity of our technology assets, and protect our districts intellectual property and confidential information.

2. DEFINITION

Offboarding is the process that leads to the formal separation between an employee and a company through resignation, termination, or retirement. It includes all the decisions and processes that take place when an employee leaves.

3. SCOPE

These procedures apply to all leaving employees, including full-time, part-time, temporary, coaches, advisors, directors, and contracted workers. These procedures cover the management and handling of all Minneota Public School technology assets, including, but not limited to, hardware, software, network access, remote access, email accounts, and data storage. A leaving employee's access is terminated at the end of the day of the leaving employee's last day of employment unless a determination is made to deviate from this timeframe.

4. ROLES AND RESPONSIBILITIES

Human Resources (HR) staff shall:

- 4.1 Notify the IT department and relevant managers of the leaving employee's departure date.
- 4.2 Coordinate with the IT department to ensure completion of all offboarding procedures.
- 4.3 Ensure the leaving employee's access to any accounts payable or vendor payment system is terminated.

The Technology Department shall:

- 4.4 Revoke all access to company networks, systems, and applications.
- 4.5 Disable the Leaving Employee's email account.
- 4.6 Retrieve all company-owned hardware, including computers, mobile devices, and peripherals.
- 4.7 Reassign or cancel any software licenses and subscriptions.
- 4.8 Conduct an audit to ensure all technology assets are accounted for and access has been revoked.
- 4.9 Collaborate with the relevant manager to ensure a smooth transition of necessary work-related data and files.
- 4.10 Change or revoke any shared account passwords.

- 4.11 Inform others that they will no longer be able to electronically communicate with the leaving employee.
- 4.12 Remove the leaving employee from any school directories, including the district's website.
- 4.13 Establish details for forwarding the leaving employee's emails to a relevant manager or supervisor.
- 4.14 Delete the leaving employee's phone extension and voicemail.

Managers shall:

- 4.15 Collaborate with the IT department to ensure a smooth transfer of work-related data and files.
- 4.16 Review and reassign any ongoing projects or tasks to other team members.
- 4.17 Ensure all company-owned hardware and technology assets are returned.
- 4.18 Work with the IT department and verify that the leaving employee's phone extension, voicemail, and email have been removed or terminated.
- 4.19 Coordinate with the IT department and verify that the leaving employee's contact information in any school district directory, including the district's website, have been removed.

The Leaving Employee shall:

- 4.20 Provide information regarding their access to company networks, systems, programs, and applications.
- 4.21 Return all company-owned hardware and technology assets on or before the departure date.
- 4.22 Transfer all necessary work-related data and files to the designated team member or manager.
- 4.23 Potentially complete an exit interview, as referenced by company policy.

5. PROCEDURES

- 5.1 ***Notification:*** Once HR is informed of the Leaving Employee's departure, they will notify the IT department and relevant managers at least two weeks prior to the departure date.
- 5.2 ***Access Revocation:*** The IT department will revoke access to company networks, systems, and applications on the last working day of the Leaving Employee, or as specified by HR.
- 5.3 ***Hardware Retrieval:*** The Leaving Employee must return all company-owned hardware to the IT department or their manager on or before their departure date.
- 5.4 ***Data Transfer:*** The Leaving Employee must transfer all necessary work-related data and files to their manager or designated team member before their departure.
- 5.5 ***Exit Interview:*** If required, the Leaving Employee must complete an exit interview with HR to provide feedback on their experience at Minneota Public School.

6. COMPLIANCE

Employees who violate these procedures may be subject to appropriate disciplinary action up to and including discharge as well as both civil and criminal penalties. Non-employees, including, without limitation, contractors, may be subject to termination of contractual agreements, denial of access to IT resources, and other actions as well as both civil and criminal penalties.

7. EXCEPTIONS

Requests for exceptions to these procedures shall be reviewed by the Technology Coordinator (TC). A manager or staff member requesting exceptions shall provide such requests to the TC. The request should specifically state the scope of the exception, along with justification for granting the exception, the potential impact or risk attendant upon granting the exception, risk mitigation measures to be undertaken by the IT Department, initiatives, actions, and a timeframe for achieving the minimum compliance level with the procedures set forth herein. The TC shall review such requests and confer with the requesting department and Superintendent.

8. REVIEW

These procedures will be reviewed and updated on an annual basis or as necessary to comply with changing laws, regulations, and technology standards.

9. RESPONSIBLE DEPARTMENT

The Technology Director and Superintendent are responsible for updating and maintaining these procedures, along with compliance with the procedures.

10. REFERENCES AND RESOURCES

- National Institute of Standards and Technology (NIST) Special Publications: NIST SP 800-12, NIST SP 800-16, NIST SP 800-50, NIST SP 800-100
- Electronic Code of Federal Regulations (CFR): 5 CFR 930.301