



Minneota Public School District District Procedures

Adopted: January 2024

Revised: August 2025

DISTRICT PROCEDURES: PATCH MANAGEMENT

1. PURPOSE

The purpose of these procedures is to establish guidelines and procedures for the timely and effective management of software patches, updates, and security fixes within the school district's technology environment. These procedures aim to minimize security risks, ensure system stability, and protect the confidentiality, integrity, and availability of information systems.

2. SCOPE

These procedures apply to all systems, software, and applications owned, operated, or managed by the Minneota technology department.

3. PROCEDURE STATEMENTS

- 3.1 Patch Inventory: The Technology Department shall maintain an accurate and up-to-date inventory of all software, operating systems, and applications used across the Minneota School District.
- 3.2 Vulnerability Management: The technology department shall implement a vulnerability management program to identify and prioritize patches based on risk assessment, as recommended by NIST SP 800-40 Rev. 3. This includes subscribing to security mailing lists, following security news websites, and utilizing vulnerability management tools.
- 3.3 Patch Evaluation: Patches and updates shall be evaluated on their criticality and relevance to the district's environment, following NIST guidelines for risk assessment. The technology department shall prioritize patches according to their severity, potential impact on systems, and risk level.
- 3.4 Scheduled Maintenance Windows: Regular maintenance windows shall be planned during periods of low system usage, such as after hours, weekends, or holidays to minimize disruption to staff and students when possible. The technology department shall communicate maintenance schedules in advance to relevant staff.
- 3.5 User Awareness and Training: Staff and students may be educated about the importance of patching and their role in maintaining a secure technology environment, following NIST SP 800-40 Rev. 3 guidance. Users shall be encouraged to promptly report any unusual system behavior or security concerns.

3.6 Regular Auditing and Reporting: Regular audits shall be conducted to ensure patch compliance and identify any gaps or vulnerabilities, as recommended by NIST. Reports shall be generated to provide an overview of the patching status, including systems that are up to date, those pending patches, and any exceptions or issues encountered.

3.7 Continuous Improvement: The technology department shall continuously review and refine the patch management process based on lessons learned, emerging threats, and changes in the school district's technology landscape. Best practices shall be incorporated as appropriate.

4. **ROLES AND RESPONSIBILITIES**

The technology department is responsible for adhering to the patch management procedures and following the guidelines provided in these procedures. They will actively participate in patching activities and promptly communicate any issues or concerns related to the patch management process.

5. **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.

6. **PROCEDURES EXCEPTIONS**

Requests for exceptions to these procedures shall be reviewed by the Technology Director. Departments requesting exceptions shall provide such requests to the Technology Director. 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 Technology Director shall review such requests and confer with the requesting department.

7. **PROCEDURE REVIEW**

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

8. **RESPONSIBLE DEPARTMENT**

The Minneota Technology Department and Technology Director are responsible for these procedures and patch management.