Glen Cove City School District
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Corrective Action Plan

Unit Name: Glen Cove City School District
Audit Report Title: Information Technology
Audit Report Number: 2025M-144 June 2026

For each recommendation included in the audit report, the following is the Glen Cove City School District's corrective action taken or proposed.

Audit Recommendation 1: Develop written procedures for granting, changing and disabling nonstudent network user accounts.

Implementation Plan of Action(s)
The District has established procedures for granting, changing, reviewing, and disabling nonstudent network user accounts. These procedures apply to employee accounts, administrator accounts, vendor accounts, shared accounts, service accounts, application accounts, and any other account that is not assigned to a student.

For employee accounts, Human Resources enters employee information into nVision, which serves as the authoritative source for employee account provisioning. OneSync uses the information entered in nVision to automatically create or update employee accounts based on the employee record and applicable account settings.

When an employee separates from the District, Human Resources updates the employee record in nVision. OneSync uses the updated information to support account deactivation based on the employee record and applicable account settings.

The District's procedures also address requests for access changes, review of administrative access, vendor account management, shared and application accounts, service accounts, and the disabling of accounts that are no longer needed.

The District has begun revising and formalizing these internal procedures in collaboration with Nassau BOCES. A comprehensive internal policies and procedures document will be completed and shared with appropriate staff by September 2026.

Implementation Date
Internal processes were reviewed beginning in September 2025. Formal written procedures will be completed and distributed by September 2026.

Person Responsible for Implementation
District Technology Coordinator, Human Resources, IT Department, and Nassau BOCES

Audit Recommendation 2: Ensure that the IT Department and Nassau BOCES staff adhere to District policies and procedures.

Implementation Plan of Action(s)
The District Technology Coordinator will review District policies and procedures with the IT Department and Nassau BOCES staff to ensure that all parties understand and follow the established process for managing nonstudent network user accounts.

The District has already performed extensive Active Directory cleanup, disabled a significant number of inactive accounts, and strengthened account management practices. The District Technology Coordinator will continue to work with District IT and Nassau BOCES to ensure that account management practices remain aligned with District procedures and security expectations.

The District will also maintain documentation of account review and disabling activity to support ongoing compliance with established procedures.

Implementation Date
Ongoing. Initial cleanup was completed by September 2025. Review of updated written procedures with District IT staff and Nassau BOCES will be completed by September 2026, with annual review thereafter.

Person Responsible for Implementation
District Technology Coordinator, IT Department, and Nassau BOCES

Audit Recommendation 3: Establish clear roles and responsibilities for IT Department and Nassau BOCES staff and clearly communicate them to those responsible for managing nonstudent network user accounts.

Implementation Plan of Action(s)
The District Technology Coordinator has begun developing an internal procedures document that outlines the roles and responsibilities of staff involved in District technology operations, including District administrators, Human Resources, the Student Management Systems Administrator, District IT staff, and Nassau BOCES staff.

Human Resources is responsible for entering and maintaining employee information in nVision. OneSync uses this information to support employee account creation, updates, and deactivation. Once employee information is entered and maintained in nVision, District IT staff and Nassau BOCES are responsible for managing network access, permissions, administrative access, technical configuration, and account review in accordance with District procedures.

These roles and responsibilities will be clarified in writing and communicated to staff responsible for managing nonstudent network user accounts.

Implementation Date
Roles and responsibilities will be clarified in writing and shared with appropriate staff by September 2026. The District Technology Coordinator will oversee ongoing compliance with the written roles and responsibilities.

Person Responsible for Implementation
District Technology Coordinator, Human Resources, Student Management Systems Administrator, IT Department, Nassau BOCES, and District administrators as applicable

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Audit Recommendation 4: Disable nonstudent network user accounts of employees and vendors when they separate from the District, and disable unneeded shared and application user accounts in a timely manner.

Implementation Plan of Action(s)
The District has established procedures for disabling nonstudent network user accounts when employees, vendors, or other authorized users no longer require access.

For employee accounts, Human Resources updates the employee record in nVision when an employee separates from the District. OneSync uses the updated employee information to support account deactivation based on the employee record and applicable account settings.

The District has also disabled a significant number of inactive or unnecessary accounts and performed extensive Active Directory cleanup. Vendor accounts, shared accounts, service accounts, and application accounts are reviewed and disabled when access is no longer needed.

Accounts may also be disabled earlier if Human Resources, a supervisor, District administrator, IT staff member, or Nassau BOCES identifies a security concern, suspected compromise, separation, or other need for expedited removal of access.

Implementation Date
Initial cleanup was completed as of September 2025. Account deactivation procedures will be formalized in writing by September 2026.

Person Responsible for Implementation
Human Resources, District Technology Coordinator, IT Department, and Nassau BOCES

Audit Recommendation 5: Evaluate all current nonstudent network user accounts, including those with administrative permissions, and disable those that are not needed.

Implementation Plan of Action(s)
The District has evaluated current nonstudent network user accounts, including accounts with administrative permissions. As part of this review, accounts that were no longer needed were disabled. This review was led by the District Technology Coordinator with support from the IT Department and Nassau BOCES. The review included administrative accounts and other nonstudent network user accounts to determine whether access was necessary and appropriate.

The District will continue to review nonstudent network user accounts as part of its ongoing account management procedures. Accounts that are no longer needed will be disabled.

Implementation Date
Initial review and cleanup were completed in December 2025. Ongoing reviews will occur at least twice annually.

Person Responsible for Implementation
District Technology Coordinator, IT Department, and Nassau BOCES

Audit Recommendation 6: Periodically review all nonstudent network user accounts for necessity and appropriateness.

Implementation Plan of Action(s)
The District has established a procedure for periodically reviewing nonstudent network user accounts for necessity and appropriateness. This review includes active accounts, inactive accounts, administrative accounts, vendor accounts, shared accounts, service accounts, and application accounts.

The District Technology Coordinator works with District IT staff and Nassau BOCES to review accounts and determine whether access remains appropriate. Accounts that are no longer needed are disabled. The District has also upgraded on-premises servers and migrated them to Azure. The remaining Domain Controllers and Active Directory services are being migrated to the cloud as the District moves away from a hybrid environment, which will further support account oversight and management through Microsoft Entra ID.

Implementation Date
Periodic review procedures were established as of September 2025. Reviews will occur at least twice annually, typically in January and July, beginning in 2026.

Person Responsible for Implementation
District Technology Coordinator, IT Department, and Nassau BOCES
