

ADOPTED SEPTEMBER 27, 2005
REVISED JUNE 28, 2010

Descriptor Term:
NC WISE PARTICIPATION, PASSWORD
AND WORKSTATION POLICY

Descriptor Code:
3.3250

Legal References: State Board Policy TCS –C-018

Cross References:

The Board has implemented NC WISE according to the requirements established by the State Board of Education. To reduce unauthorized access to information within the NC WISE system, all NC WISE users are required to have a unique user name and password. Standards for user identification (user ID), password protections and workstation as set forth by the State Board of Education shall be adhered to by users in the Catawba County Schools.

In accordance with State Board of Education Policy TCS –C-018, the board shall:

1. utilize and participate in the state’s Unique Student ID Generation System for all student identification and for all applications using student information;
2. transmit and receive electronically all student records as a student transfers from one NC WISE school or LEA within North Carolina to another NC WISE school/LEA in North Carolina;
3. utilize the NC WISE Electronic Student Transcript system in sending all high school transcripts to colleges and universities in North Carolina that are participating in the NC WISE Electronic Student Transcript Program;
4. maintain all statewide systems codes such as but not limited to course codes, address codes, city codes, enrollment codes, withdrawal codes, discipline codes, etc.
5. meet all UERS data reporting requirements for all applicable state and federal reporting;
6. meet all SBE/UNC/NCCCS graduation requirements for calculating grade point averages (GPAs); and
7. ensure all data is secure and student data privacy policies and procedures established by the Office of the State Chief Information Officer are observed within the school/LEA.

User ID and Password Standards

1. Each user accessing the NC WISE application shall be uniquely identified with an ID that is associated only with that user.
2. The LEA Chief Technology Officer, or his/ her designee, is responsible for promptly disabling the NC WISE user ID immediately upon termination of a user from the school or LEA or upon cessation of a user’s need to access the NC WISE system.
3. Unsuccessful login attempts shall be limited to three (3) attempts before the user logon process is disabled.
4. User IDs that are inactive for thirty (30) days will be immediately disabled.
5. Only authorized security administrators or help desk staff shall be allowed to enable a user ID.
6. Passwords used for the NC WISE system shall be unique to NC WISE.
7. Passwords should not contain dictionary words or abbreviations.
8. Passwords must begin with a letter, and be at least eight (8) characters in length, containing at least two (2) numbers or acceptable symbols (acceptable symbols are \$#_). To the extent possible, passwords shall be composed of a random variety of letters and numbers with no spaces in between.
9. All passwords shall expire every ninety (90) days.

10. New users shall have eleven (11) days in which to log into the system and change their default password. The default password shall be disabled after eleven (11) days. If the default password has not been changed after eleven (11) days, that person's access will be disabled.
11. The system retains a password history and users may not reuse a password until it has been changed six (6) times.
12. At no time should anyone from DPI call a user and request that user's password.
13. A person shall not communicate his/her password to anyone except the Chief Technology Officer or his/her designee. Any activity performed by any individual using a password shall be the responsibility of the person to whom that particular password was assigned.

Workstation Security Standards

1. Anti-virus software shall be installed on each desktop computer, and designated staff shall make certain that the desktop has the most current anti-virus software and appropriate patches installed.
2. When NC WISE is open on the desktop, the user must activate the NC WISE lock feature if the workstation is left unattended.
3. No NC WISE passwords shall be stored in clear text on desktop systems.
4. Browsers shall be configured so that passwords for websites are not stored in the browser.
5. Accessing NC WISE from home is allowed by Catawba County Schools; however, if the application is accessed from home the above mentioned user IDs or password standards apply as well as all other relevant board policies.