

Descriptor Term:
REMOTE ACCESS POLICY

Descriptor Code:
3.3260

Legal References: GS 147-33.111

Cross References:

Standards for connecting remotely to computers inside and outside of the Catawba County Schools network shall be designed to minimize potential damages that may result for unauthorized use of district resources. Damages include the loss of sensitive or district confidential data and damage to critical internal systems.

To ensure security of Catawba County Schools, any person, including Catawba County Schools employees and staff members, shall apply with the Chief Technology Officer and be granted permission from the Chief Technology Officer to remotely access computers inside and outside of the Catawba County Schools network. Once remote access is granted to any person, the following User ID and Password Standards shall apply:

1. Each remote user shall be uniquely identified with an ID and Password that is associated only with that remote user.
2. The Chief Technology Officer or his/her designees is responsible for promptly disabling the remote user ID and password immediately upon termination of a user from Catawba County Schools or upon cessation of a user's need for remote access.
3. Unsuccessful login attempts shall be limited to three (3) attempts before the user logon process is disabled.
4. Remote user IDs and passwords that are inactive for thirty (30) days shall be immediately disabled.
5. Only the Chief Technology Officer or his /her designees shall be allowed to enable a remote user ID and password.
6. Passwords used for remote access shall be unique to remote access.
7. Passwords shall 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 during 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 remote 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. A person shall not communicate their 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. Any person or staff member using remote access to Catawba County Schools computers and network shall not commit any act or omission to compromise or damage the Catawba County Schools computers, network or Network Security Policy in any manner. Any person or staff member using remote access to Catawba County

Schools computers and network shall take every precaution to prevent compromising confidential data. Remote users shall insure that all devices used to access Catawba County Schools computers and network shall have the latest anti-virus software/defining files installed along with controls for adware and spyware in place.

Access to the Internet shall not be provided by Catawba County Schools to homes or other non-Catawba County Schools sites.