

Descriptor Term:
SECURTIY AWARENESS

Descriptor Code:
3.3280

Legal References: G.S. 147-33.111

Cross References: 3.6142/7.1310 Technology Acceptable Use and Internet Safety -- Employees

With the increased utilization of technology and networked software to provide access to important information, it becomes increasingly important that all technology users understand the role they play in protecting the confidentiality of information. Whether information is accessed locally from a single workstation, a network server, or over a dedicated internet circuit, each user has significant responsibility to safeguard that data. Users must be cognizant of their personal responsibility in safeguarding confidential school system information.

All school system users including permanent employees, contract staff, independent contractors, substitute teachers and workers and temporary employees must be properly identified and authenticated before being allowed to access systems containing confidential data. The combination of a unique user identification (user-ID) and a valid password is the minimum requirement for granting access to an information system when IDs and passwords are selected as the method of performing identification and authentication. A unique user-ID must be assigned for each employee so that individual accountability can be established for all system activities. Administrative approval is required for each user-ID creation and a process must be in place to remove, suspend or reassign inactive user-IDs arising from employee or contractor movements. The authentication system shall limit unsuccessful logon attempts. Password management capabilities and procedures shall be established to ensure secrecy of passwords and prevent exploitations of easily guessed passwords or weaknesses arising from long-life passwords.

The superintendent or his/her designee shall ensure that the adherence to system security policies and procedures is a part of all existing and future employee's annual job performance reviews. The system policy 3.6142/7.1310, Technology Acceptable Use and Internet Safety -- Employees shall include requirements for compliance with this policy.