DIGITAL DATA MANAGEMENT AND SECURITY

The Board of Education views technology as an important aspect of the educational program it provides to the students of the District. The Board of Education also realizes the important of safeguarding the District's data. Therefore the Board of Education sets forth the following guidelines:

A. Establishing User Access and Changing Passwords: User access and initial passwords will be assigned by the Technology Coordinator and/or the designated administrator assigned to govern the specific software application. New users must customize their passwords within the period of time deemed appropriate by the Technology Coordinator and/or the designated administrator.

B. Suspending or Terminating User Accounts: The Technology office will review Board of Education minutes to identify employee accounts that need to be either disabled or modified in some degree. The Technology Coordinator and/or the designated administrator will determine whether the account will be terminated and/or if the files need to be transferred to a replacement user or archived.

C. Workstation – Server Audit: Technology Coordinator will delegate an individual to perform routine maintenance or software upgrades to workstations within the District. During this routine work the workstation will also be examined to determine:
- No unauthorized software has been installed
- The antivirus software is working properly
- The workstation is being used appropriately as outlined in the

D. Technology Handbook: The Technology Coordinator will report unauthorized use of computers and/or data to the Superintendent. The Technology Coordinator will routinely audit the District servers to identify each is protected by an antivirus software and are not susceptible to unauthorized use. At the discretion of the Superintendent s/he can direct the Technology Coordinator to examine an individual workstation for inappropriate use.

E. Data Security: Users are encouraged to save all school related data on the server. In the event school related data is saved on a hard drive then the user is responsible for backing up the data. The District will perform backups of information saved on the District's server on a routine basis. The backup is performed on a daily or weekly basis as determined appropriate by the Superintendent, the Technology Coordinator, and the Director of Finance & Support Services. Backup data is also stored offsite at the Gowanda Elementary School for major software applications and are retained for a four (4) week average. District information that is saved on servers housed outside the District will be backed up and maintained by the contracted vendor.