**Quitman County School District**

**Technology Department-**

**Logical Access Guidelines and Procedures**

**Introduction**

All employees and personnel that have access to district network resources and/or applications must comply with the Logical Access Procedures before access is granted.

**Purpose**

The purpose is to implement procedures to guarantee logical access controls exist that ensure all network resources and/or applications can only be accessed by authorized personnel.

**Detailed Policy Statement**

Every network resource and application have multiple access levels ranging from deny all, read, read-write, up to full access. Access to district network resources and/or applications are granted only after the following information has been collected and recorded.

1. Identify the individual i.e. Staff or Student.
2. Identify the role of the individual.
3. Identify the network resources and/or applications by the role of the individual.

Once this information is collected and recorded, the District Technology Coordinator will assign the access appropriate for the level of the individual’s role. If an individual requires additional rights other than assigned by his/her role, then a request is forwarded to the information owner. Only after a request has been approved and documented will the added rights/access then be modified.

In the event the individual leaves the Quitman County School District for any reason, access to network resources and/or application will be revoked and all accounts removed immediately upon notification from the Human Resources Department/Principal/Superintendent.

**Applicability**

This procedure applies to all students, staff, and any computer resource users of or contracted by the Quitman County School District. Individuals who attempt to circumvent the access control assigned to them, gain access to information restricted by their access level, or fail to adhere to this policy may be subject to disciplinary.

**Definitions**

Information owner – Person(s) with overall responsibility of the network resource Deny -Access is restricted  
Read only – Ability to view but not make any changes  
Read/Write – Ability to view and modify

Full access – Complete unrestricted access

Procedure:

Staff must be approved by the Board before any accounts can be created. Accounts cannot be issued until the staff members effective date or July 1st for new staff.

Process:

1. Student Information Data Specialists (SIDS) enters staff information into PowerSchool with an effective date to reflect their start date from the personnel list provided by HR.

2. Each evening a scheduled task runs the Account Management(AM) software and AM creates the Active Directory(AD) user account upon the effective date. Users are placed in groups according to their role. All staff accounts are created with a default password. Staff must logon and change the password for the account to be activated.

3. The AD account is automatically synchronized with Office 365 to create their email accounts.

Upon leaving the Quitman County School District staff accounts are deactivated.