

# LAPEER INTERMEDIATE SCHOOL DISTRICT

## INFORMATION SYSTEMS

### SYSTEM POLICIES AND PROCEDURES

A unique USER ID will be issued to each individual that access the data systems. Passwords will be chosen and entered into the system by the User.

#### PROCEDURE TO OBTAIN A USERID

A Systems Access Request Form is to be filled out for each individual that requires access to the the different data systems supported by the I.S. department. The Business Manager's signature on the form grants approval for Financial System access; the building Principal's signature grants approval for Student System access.

#### PROCEDURE TO CHANGE AUTHORITY

If it is necessary to obtain additional authority to Menus and/or Programs a new Request Form must be completed and approved by the appropriate person.

#### USER ID AND PASSWORD POLICIES

- Individuals are responsible for all procedures processed with the USER ID issued to them.
- Passwords will expire every 90 days.
- Passwords must be at least 5 positions in length, start with a letter, contain at least one (1) number, and be no longer than 12 positions.
- Passwords are NOT to be written down.
- Passwords are NOT to be given out to others.
- Make your password easy to remember but hard to forget.
- Never give out your password. If you feel the security of your password has been breached, you should change it immediately.

#### WORKSTATION POLICIES

- Workstations MUST be closed down at the end of each day.

#### CLASSROOM POLICIES

- Users in a classroom setting MUST keep their ID and Password confidential. You are responsible for any unauthorized access via your User ID.
- If you suspect your ID and/or Password has been breached you must call the I.S. department immediately at the ISD Administration building.
- You MUST sign off the system if you leave the classroom for any period of time.

The business manager or building principal must immediately notify the I.S.D Information Systems Department upon the termination of employment of any person with access to the system.

Non-compliance of these policies and procedures may result in the notification to your Supervisor and/or Superintendent.

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#### Detach

Sign & return to: Margaret @ Information Systems - Lapeer I.S.D. 1996 W. Oregon Lapeer

I have read and received a copy of the ISD Information Systems Policies and Procedures. I agree to abide by these policies.

Name: \_\_\_\_\_ Date \_\_\_\_\_