

REMOTE ACCESS

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Standards for connecting remotely to computers within and without the Orange County Schools network shall be designed to minimize potential damages that may result from 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 Orange County Schools computers and network, any person, including Orange County Schools employees and staff members, shall apply with the Manager of Information Systems and be granted permission from the Manager of Information Systems to remotely access computers within and without the Orange County Schools network. Once remote access is granted to any person, the following User ID and Password Standards shall apply:

The System retains a password history and users may not reuse a password until it has been changed six (6) times.

A person shall not communicate their password to anyone except the Manager of Information Systems 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 the Orange County Schools computers and network shall not commit any act or omission to compromise or damage the Orange County Schools computers network or breach the Network Security Policy in any manner. Any person or staff member using remote access to the Orange County Schools computers and network shall take every precaution to prevent compromising confidential data. Remote users shall insure that all devices used to access Orange County Schools computers and network shall have the latest anti-virus software/defining files installed along with controls for ad ware and spy ware in place.

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