

# De Soto School District 73

## Workstation Security Administrative Policy

### 1.0 Purpose

Unsecured workstations allow for access to private information of students and staff. Therefore all workstations will be secured via account control policies.

### 2.0 Scope

This policy applies to all workstations owned and controlled by the De Soto School District 73.

### 3.0 Policy

#### 3.1 Inactivity

All workstations should be secured by manual procedures of "Locking" or "Logging off" but automatic measures will be enforced as well. These measures include but are not limited to the following: a 120 minute inactivity timeout lock on all accounts.

#### 3.2 User Accounts

All employees and students will be granted unique usernames to log onto any District owned device. Generic employee accounts will not be allowed. Generic student accounts (Grades 7 - 12) are not allowed. Generic student accounts (*Grades K - 6 for Microsoft Windows computers only*) are allowed under close supervision by employees.

If an attempt to login has failed 5 times in a 10 minute period the account will be disabled for 10 minutes or until the IT Department has been contacted.

#### 3.3 Passwords

See De Soto School District Password Administrative Policy document.