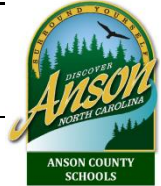

Homebase Access/Security Procedure SIS-P008

ANSON COUNTY SCHOOLS



1.0 SCOPE:

- 1.1 This procedure describes the process for granting access and security for SIS.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY

- 2.1 Superintendent
- 2.2 Principals
- 2.3 SIS Administrator

3.0 APPROVAL AUTHORITY

- 3.1 Superintendent

Signature

Date

4.0 DEFINITIONS:

- 4.1 Homebase – NCDPI suite of student & teacher software programs
- 4.2 NcEdCloud IAM - NCDPI Single Sign On System

5.0 PROCEDURE:

- 5.1 School level users must be approved by the principal. The principal will notify the LEA SIS Coordinator of the request for access, including the user name, social security number, email address and requested role.
- 5.2 LEA users must be approved by the superintendent. The superintendent will notify the LEA SIS Coordinator of the request for access, including the user name, social security number, email address and requested user role.
- 5.3 All users will claim their NCEdCloud IAM account and sign in via the NCEdCloud Single Sign on System using state mandated UID number as login
- 5.4 Users locked out of the system due to forgotten passwords must contact LEA SIS Coordinator who will reset the password. Upon login the user will immediately change the temporary password
- 5.5 No user shall allow another person to view data using his/her user access.
- 5.6 The LEA SIS Coordinator is responsible for promptly disabling the user ID upon termination of the user from the school or LEA, or upon notification by the principal or superintendent of cessation of a user's need for access.
- 5.7 Users should not login to SIS on a public access computer
- 5.8 Current Anti-virus software and firewall protection must be installed on any computer used to access SIS.
- 5.9 Passwords should never be written or stored on or near the workstation.
- 5.10 All SIS users must annually read, sign and follow the Anson County Schools SIS Acceptable Use Policy

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5.11 The user should never leave the computer unattended while logged into SIS.

5.12 All users must adhere to the Family Rights and Privacy Act (FERPA) which mandates the protection of the privacy of all student data.

6.0 ASSOCIATED DOCUMENTS

6.1 Anson County Schools SIS Acceptable Use Policy

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
None	File Cabinet	1 Year		

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
04/10/2010		Initial Release
07/01/2013	A	NCWISE changed to SIS throughout document; login changed to UID and bearcats1 removed from 5.1
02/26/2016	B	Changed SIS to Homebase in the title; added Homebase & NCEDCloud IAM to definitions; changed 5.3 to NCEDCloud; removed 5.4 (passwords)

*** * * E n d o f P r o c e d u r e * * ***