

## Monroe County School District

### ACCEPTANCE OF SYSTEM PASSWORD(S)

EMPLOYEE: \_\_\_\_\_

**Passwords are used to protect School Board information resources that contain information critical to the operation of the School Board and to protect sensitive data. The use of a password assures access by authorized personnel only when passwords are kept secret. Therefore, your password(s) should be protected as follows:**

1. Never give a password(s) to another person, even a School Board employee.
2. If you must write your password(s) down, the password should not be written down in a place where unauthorized persons might see it.
3. For disposal, any piece of paper on which a password(s) has been written must be torn up or shredded.
4. Passwords should not be the same as the user ID, should not be a persons name, a single common word, a birth date, or part of a social security number that a computer hacker might guess.
5. Sign off at a password protected computer when it will be left unattended.
6. Use your password-granted access for authorized updates only.
7. An authorized update is one that you are the originator of the data (i.e.: A teacher entering grades for their class) or from a signed source document (i.e.: A data entry operator entering grades for a teacher from a source document signed by the teacher.)
8. When the integrity of your password comes into question it is your responsibility to change your password as soon as possible.

Failure to comply with these requirements may be grounds for dismissal or other disciplinary action.

I have read and understand my responsibilities to protect the information resources that I will use in the performance of my job.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date