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URGENT

To: Eastern School District – All Schools
From: Eric Snow – Assistant Director of Education – Finance and Administration
Date: April 7, 2008
Subject: Network Administration in Schools

Be advised that **effective immediately** the following policy **must** be followed in all Eastern School District Schools:

Network administrators have the ability to grant access to the Board systems using: Authentication access - user accounts and passwords; Authorization – granting access to directories/folders. The following regulations govern the function of Network Administration:

- The principal can designate staff members as network administrators for their school.
- The number of staff with administrative rights must be limited to no more than a maximum of two individuals per school (three for large schools).
- **Account passwords, for these administrators, are not to be shared among staff.**
- **Under no circumstances may students be granted any network administrative rights.**

Further policy directives are being formulated and will be forwarded as soon as possible.

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