Eastern School District

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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: Securing Servers in Schools

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

- Any server that stores personal or confidential information (e.g. WINSchool Database) *must* be housed in a secured location (locked room) at all times. Servers that are not in a secured setting must be shutdown and moved to a physically secure location after normal school hours. As well, restricted physical access to servers must be limited to no more than a maximum of *two* essential, designated individuals (*three* for large schools).

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

ERIC C. SNOW, CGA
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