Administrative Procedure 4020

ADMINISTRATIVE COMPUTER ACCOUNTS

Responsibility:	*Executive Superintendent of Business Services*
Legal References:	
Related References:	*Administrative Procedure 4010 - Administrative Computer Systems Disposition and Account Management – Staff Change of Location or Termination of Employment with the Board;* *Administrative Procedure 4070 - Technological Property;* *Administrative Procedure 4050 - WaterWorks*

1.   Preamble

The following procedure outlines general computer accounts, default and additional administrative computer accounts and user profiles. Guidelines and expectations regarding alterations to standard account profiles, changes in location or role of staff members and user responsibilities are also provided.

2.   General

2.1   Access to various computer applications and file storage areas are provided to Board staff for the purpose of fulfilling position responsibilities and conducting Board business. Several types of computer accounts exist:

2.1.1   **Admin XP** - An 'Admin XP Account' is a computer user account required to use Windows XP computers for administrative purposes.

2.1.2   **ALPHA Applications Accounts** - The central Alpha computers are used for specific, application-based administrative purposes. The ITS department supports a number of administrative software packages which manage student records, board facilities, payroll, human resources, finances, etc.

2.1.3   **IMenu** - iMenu is the web-based Board system used to provide individual personnel information including payroll data.

2.1.4   **SubFinder** - SubFinder is a web-based system by which staff absences are reported. For teaching staff and educational assistants the system also assigns occasional teachers and supply EA's as required.

2.1.5   **WaterWorks** - WaterWorks is the electronic mail and conferencing system provided to staff to facilitate rapid and efficient communication.

3.   Default Accounts

3.1   All permanent and contract employees of the Board are provided with an iMenu account. This account is set up by the Human Resources Department, and access and user information is provided to the employees in their new employee package.

3.2   All permanent and contract employees of the Board are also provided with an Admin XP account and a WaterWorks account. These accounts are set up automatically by the Information Technology Services (ITS) department once employment verification is received from the Human Resources Department. An information package is then sent to the employee via the Board courier that contains user names and passwords; instructions; and procedures for the proper use of the accounts.

3.3   User names are created according to required formats and are based on the individual's legal name as recorded in the Human Resource's database and cannot be changed.

4. **Additional Accounts/User Profiles**

Access to additional computer applications required by individuals within the Board (i.e., BAS, Trillium, Security Card System, Co-Op System) is provided according to pre-defined user profiles. These profiles are based on user roles and responsibilities for various positions within the Board. For example: all head secretaries receive access to the computer applications, file storage areas and accounts they require to fulfill their job responsibilities. Similarly, all other individuals will receive access to the applications, file storage areas and accounts they need based on their position and assigned responsibilities. These accounts are set up automatically and no application process is required.

5. **Alterations to Standard Account Profiles**

If individuals require access to applications, file storage areas or accounts that are not part of the standard profile for that individual's role, the department or site manager or school principal can request to have these provided. The manager or principal is to send a WaterWorks message to *CompAccounts* indicating the name of the individual, his or her EIN, location and the access required.

6. **Changes in Location or Role of Staff Members**

Changes required to administrative accounts due to staff members changing locations or responsibilities (i.e., administrator changing school, secretary moving from level C to level E) will occur automatically. Please refer to procedure AP 4010 *Administrative Computer Systems Disposition and Account Management – Staff Change of Location or Termination of Employment with the Board* for additional details. In some situations changes occur in very short periods of time. If the required computer account changes have not occurred by the time an employee begins in his or her new circumstances then his or her principal or department or site manager is to send a WaterWorks message indicating this to *CompAccounts* including the employee's name, EIN, position and location.

7. **User Responsibilities**

7.1 The use of computers with access to various applications, file storage areas and accounts involves specific responsibilities by the users. These fall under three main areas.

7.1.1 **Account Ownership -** All computer accounts provided are for the use of the individual to whom those accounts are assigned only. Users are not to allow others to have access to their computer accounts.

7.1.2 **User Names and Passwords -** All computer accounts require user names and passwords. These are not to be shared with any other individuals and reasonable steps are to be taken to safeguard account passwords. Safe password management includes:

- Using a minimum of 8 characters.
- Using a mixture of letters and numeric digits.
- Changing passwords on a regular basis.
- Not using straight forward personal information as a password (i.e., middle name, child's name, etc.)
- Not recording passwords in areas where they can be discovered (i.e., under the keyboard or desk blotter, in a day book or note pad, etc.)

Note: Passwords that are easy for the user to recall can be created by using combinations of personnel or familiar data such as part of an old phone number mixed with a special word or a favourite movie character with a number (with meaning to the user) in the middle; combining upper and lower case characters in a random manner is also very effective.

7.1.3 **Adherence to Board Procedures -** All use of computers and related technological equipment in the Board is governed by the *Acceptable Use Procedures – AP 4070* (AUP). All users are expected to know the content of the AUP and act in accordance with it. In addition, specific procedures govern the use of WaterWorks, *WaterWorks – AP 4050* and all staff using WaterWorks are expected to adhere to them.