

UTILIZATION OF THE DISTRICT’S WEBSITE AND REMOTE ACCESS TO THE DISTRICT’S NETWORK

Authorized users of remote access to DISTRICT network are required to abide by the terms set forth in DISTRICT Board Policy 7540 and 7543 and corresponding Administrative Guidelines. Employees and contractors are required to sign Form 7540.04 Staff Technology Acceptable Use and Safety Agreement. In the absence of a local district policy regarding remote access, EUPISD Board Policy 7543 shall be utilized. Any employee or contractor who violates this policy may be disciplined, up to and including termination; any contractor, vendor, and/or agent who violates this policy may have his/her contract with the district terminated.

NETWORK SYSTEM ACCESS \$150 PER LICENSED USER

Access is established on an annual basis (July 1 – June 30) for employees and contractors. Contractor access is set to an inactive state and will be activated only upon direct request of DISTRICT Superintendent, or their named designee, and is limited to 72-hour periods of time. DISTRICT Superintendent, or their named designee, shall notify the EUPISD Director of Technology in writing via email to eupotechnology@eupschools.org when the employment or contract with named user has terminated.

Indicate which network system(s) for which this security agreement applies.

- Active Directory
- CEO Finance
- CEO Special Education
- Door Locks
- Finance
- HVAC
- Network File Shares (specify) _____
- Phones _____
- Security Cameras
- Other (specify) _____

PURPOSE FOR ACCESS

It is very important to provide a clear purpose for which access is required. Remote access is a serious security matter which should not be taken lightly nor granted casually. Indicate the purpose for which access is required:

INSTRUCTIONS FOR COMPLETING AND ROUTING FORM

Named User: This form is to be completed by the named user or their supervisor, then signed and dated by the named user where indicated on page two (2). Deliver this form to DISTRICT Superintendent.

Superintendent: Sign and date this form where indicated on page two (2). If you wish to designate a staff member as the point-of-contact when temporary access is requested from a contractor, fill in that person’s name where indicated.

Deliver this completed form by scanning both pages to email account eupotechnology@eupschools.org. Follow up by sending the original document to:

Director of Technology
Eastern Upper Peninsula ISD
315 Armory Place
Sault Ste Marie MI 49783

DISTRICT _____ SCHOOL YEAR _____

NAMED USER _____

INSTRUCTIONS FOR VENDOR ACCESS

Vendor access is enabled for a maximum of 72 hours per occurrence. The process for enabling vendor access is as follows:

1. Vendor contacts DISTRICT requesting access.
2. DISTRICT Superintendent or named designee contacts Technical Services by sending an email to euptechnology@eupschools.org which contains the following information:
 - a. Vendor name
 - b. Vendor contact phone number
3. Technical Services Tier 4 Support enables access and contacts vendor.

ACKNOWLEDGEMENT AND AUTHORIZATION

The signatures below represent acknowledgement of the terms set forth in the associated Board Policy and corresponding Administrative Guidelines as specified in the first paragraph on page one (1) of this form.

NAMED USER
SIGNATURE _____ DATE _____

SUPERINTENDENT
SIGNATURE _____ DATE _____

DISTRICT Superintendent may authorize a named designee to facilitate scheduling access for contractors.
 This is optional and at the discretion of DISTRICT Superintendent.

NAMED DESIGNEE _____

TECHNOLOGY DIRECTOR
SIGNATURE _____ DATE _____

Technical Services – Internal Use Only

DOCUMENT ROUTING AND RETENTION

1. Original, fully authorized form is to be retained by Director of Technology, Eastern Upper Peninsula ISD
2. Scanned document received by euptechnology@eupschools.org is to be saved in CTS SharePoint Library *VPN Authorization*
3. Help Desk creates Web Help Desk ticket
 - a. Client is Named User
 - b. Request Type is Security System
 - c. Add Checklist (Load from Template) VPN Setup
 - d. Add file: corresponding Form 7543