

Lynn Public School System



DATA CENTER @ LVTI, 80 Neptune Boulevard, Lynn, MA 01902
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DATE: December 15, 2000
TO: All Concerned
FROM: Sheila M. Astuccio, MIS Director
APPROVED: Dr. James Mazareas, Superintendent
CC: Stephen C. Upton, School Business Manager
RE: Information Data Release Policy: COGNOS Impromptu Report Writer

I refer all staff to the policy statement for security dated December 6, 2000.

The COGNOS Impromptu report writer will allow remote users to individually process lists of relevant data for internal user for school purposes. Those choosing to run their own lists must be aware that this is a distributed client server database and data must be verified for release by respective district offices especially for official reporting purposes.

Since confidentiality of Lynn Public School data and the appropriate administrative and departmental approval of the release of computer data are an administrative concern, the following policy and procedural process will be followed:

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 - Departmental Budget Status
- All outside requests for Student Data release must be processed through the office of the Associate Superintendent of Academics (i.e., Associate Superintendent, Nick Kostan) or Superintendent, Dr. James Mazareas.
 - Student Census for City Hall;
 - Student Names and Addresses, Phone Numbers, Low Income, Meals Status;

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- DOE or Federal Report data;
 - Testing Data , etc.
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- All requests for Personnel Data release must be processed through the Personnel Department, (i.e., Human Resource Director, Patricia Libby). Superintendent Dr. James Mazareas or Stephen C. Upton will approve requests for release.
 - Staff Names and Addresses;
 - Staff School or Class List;
 - Professional Seniority List;
 - LPS Organization List
 - All requests for Special Education Data release must be processed through the Special Education Department (i.e., Executive Director, Daniel Driscoll). Some requests will be referred to Stephen C. Upton or Superintendent Dr. James Mazareas.
 - Special Education Student Register
 - Special Education Data

**SEND REQUEST FORM TO THE APPROPRIATE DEPARTMENT (S).
APPROVED REQUESTS WILL BE FORWARDED TO THE DATA CENTER.**

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**A REVIEW OF SCHEDULED REPORTS IS REQUIRED AT
THE BEGINNING OF EACH SCHOOL YEAR WITH THE
DATABASE ADMINISTRATOR**

LYNN PUBLIC SCHOOLS
DATA PROCESSING POLICY / PROCEDURE / PRACTICES

DATA PROCESSING:

- A. SECURITY POLICY revised for Compaq (Digital) Alpha 1000A WAN NT Network as approved by Lynn Public School Committee. (Refer to policy approved for DEC / VAX insert EH-1)
- B. DATA PROCESSING ADMINISTRATIVE PROCEDURES:

1. Enforce Security Policy;
2. Perform Backup Procedure Policy as designated until and unless full implementation requires time adjustments;
RE: Backup Procedure Policy

Centralized Data Collection utilizing Data Processing Equipment is only as effective as the informational database data entered by the users. With implementation of the massive data collection and data entry efforts by various departments of the Lynn School Department since Fy'88 school year, strict BACKUP POLICIES must be adhered to by both data processing and standalone users.

The following procedure will be established and adhered to by the Data Center @ LVTI for that data residing upon the Compaq Alpha 1000A CPU;

- a. DAILY IMAGE BACKUPS of STUDENT and BUSINESS data will be scheduled by the Computer System Manager, performed by the Principal Computer Operator, and supervised by the Assistant Computer System Manager;

SCHEDULE

11:00PM CRON JOB including:

- RUN Street Range File process changed addresses to post district school codes;
 - RECALCULATE ATTENDANCE;
 - LOGOFF widow and zombie processes;
 - REBOOT ALPHA1000A.
- b. Each department responsible for information on individual personal computer whether connected to the NT WAN or standalone if data is relevant to district data will:
 - BACKUP DATA on tape or diskette;
 - BACKUP DATA on remote BUILDING SERVER.
 - c. MONTHLY HRM: PAYROLL INCREMENTAL for Personnel Attendance to coincide with Salary Negotiation Contract for Civil Service Contracts;
 - d. DAILY IMAGE BACKUPS of CITRIX SERVERS data will be scheduled by the Computer System Manager, performed by the Principal Computer Operator, and supervised by the Assistant Computer System Manager;
 - e. DAILY IMAGE BACKUPS of NT SERVER (PDC, BDC) data, as designed and scheduled by the Network Administrator, to be performed by the Principal Computer Operator, and supervised by the Assistant Computer System Manager;

- f. **DAILY BUILDING REMOTE SERVER BACKUPS OVER NT SERVER (PDC, BDC) of BUILDING DATA**, as designed and scheduled by the Network Administrator, to be performed by the Principal Computer Operator, and supervised by the Assistant Computer System Manager.
3. Provide and process Massachusetts Department of Education and Federal Reports (i.e., October 1st Reports, January 1st, End of Year Reports;
 4. Create DOE-SIMS Project statewide database to provide LASID and receive SASID of the initial 8 elements, then to be expanded to 34 elements that will be **QUARTERLY DOWNLOAD**;
 5. **PARENT INFORMATION CENTER** will query **DOE DATABASE** to obtain SASID for students previously enrolled within the state of Massachusetts and enter this SASID into the **STUDENT REGISTRATION** database of the Lynn Public Schools;
 6. Provide **PCG** download;
 7. Provide **LIFE TOUCH** download;
 8. Provide **MEALS LABELS** and download;
 9. Provide **ATHENA LIBRARY** download;
 10. Provide **SECURITY** download;
 11. Provide **Human Resources: Personnel Teacher Directory**;
 12. Provide **Human Resources: Personnel Applicant Tracking and Job Posting WebPages** and interface;
 13. Provide **Transportation Department: Geocoded Database** interface;
 14. Provide **Special Education Department: Special Education Interface**;
 15. Process Report Cards;
 16. Process Transcripts;
 17. Provide and Support **STUDENT APPLICATIONS**:
 - **STUDENT REGISTRATION**;
 - **STUDENT DAILY ATTENDANCE**;
 - (Optional – Class Attendance);
 - **STUDENT DISCIPLINE**;
 - **STUDENT SCHEDULING**;
 - **STUDENT REPORT CARDS**;
 - **STUDENT TRANSCRIPTS**;
 - **STUDENT INQUERY SNAPSHOT**;
 - **GSMS (Graphical Student Management System)**;
 - **MEALS barcode labels**;
 - **MEDICAL RECORDS**;
 - **LTDB (Longitudinal Test Database)**;
 - **Third Party Interface**:
 - **DOE-SIMS** download;
 - **EDULOG** download;
 - **KETRON “PUTNAM”** download – replaced by **EDULOG AUGUST 1999**;
 - **LST (Learning Systems – George Dhionis)**;
 - **DEC / VAX CTS (Child Tracking System)** download – replaced by **LST**;
 - **LTDB** download;
 - **PHONEMASTER** download;
 - (Optional – Locker Assignments);
 - (Optional – Teacher Webpage Interface);
 - (Optional – Teacher Workstation);
 18. Provide and Support **BUSINESS APPLICATIONS**:
 - **HUMAN RESOURCES: APPLICANT TRACKING**;
 - **HUMAN RESOURCES: PERSONNEL**;
 - **HUMAN RESOURCES: PAYROLL**;

- HUMAN RECOURCES: ATTENDANCE;
 - SALARY NEGOTIATIONS;
 - POSITION CONTROL;
 - (Optional – Budget Planning);
 - (Optional – Fixed Assets);
 - (Optional – Inventory);
 - (Optional – Finance);
 - (Optional – Purchasing);
 - (Optional – Vendor);
19. Provide Custom Programming specifications, contracts, maintenance and support;
 20. Provide STUDENT and BUSINESS APPLICATION support on Administrative CPU;
 21. Provide STUDENT and BUSINESS APPLICATION training on Administrative CPU;
 22. Troubleshoot printers and printer queues translated from Compaq Alpha 1000A utilizing Ezspooler Printer Management System for the NT WAN;
 23. Troubleshoot Compaq Alpha 1000A hardware (i.e., Compaq Tru64 Unix);
 24. Troubleshoot Hunt Group terminal server, modems, connectors, and Bell-Atlantic lines;
 25. Provide and process Custom Reports and Projects:
 - Custom Report Card;
 - Custom Transcript;
 - Custom Cumulative Card Labels;
 - Custom Human Resources Reports and Projects;
 - Custom Student Application Reports and Projects;
 26. Process End-of-Year Procedures:
 - DOE End-of-Year Reports;
 - Archival Backups;
 - Departmental Hardcopy of Previous Year Data;
 - State Attendance Registers to Attendance Office to be bound;
 - Retain, Graduate, Activate Pre-registered Students, ROLLOVER STUDENT and HUMAN RESOURCES APPLICATIONS;
 - Coordinate SPECIAL EDUCATION and TRANSPORTATION APPLICATIONS ROLLOVERS.

C. DATA PROCESSING PRACTICES;

1. Assist in Report Card Maintenance;
2. Assist in Scheduling Setup and Processing;
3. Support and train on STUDENT and BUSINESS APPLICATIONS;
4. Process and distribute district reports;
5. Provide LPM (Line Printer) maintenance and supplies;
6. Provide Administrative hardware maintenance support;
7. Provide Hunt Group;
8. Provide T1 / T3;
9. Provide Firewall;
10. Provide Internet access;
11. Provide Internet and Intranet Mail access;
12. Provide Webserver access;
13. Provide server for EDULOG Geocoded database;
14. Provide Administrative Hardware, Software, and Custom Software and Projects Maintenance.

D. STUDENT APPLICATIONS PRACTICES:

1. CUSTOM RAPID ADD data entered by Parent Information Center staff;
2. STUDENT REGISTRATION data maintained by school office staff;
3. STUDENT DAILY ATTENDANCE data entered (optional - by teachers) and office records maintained by school office staff;
4. (Optional - STUDENT CLASS ATTENDANCE data entered by teachers and office records maintained by school office staff);

5. STUDENT DISCIPLINE data entered then maintained by school office staff;
6. STUDENT SCHEDULING data entered then maintained by Principal designated staff;
7. STUDENT REPORT CARD data scanned then maintained by Principal designated staff;
8. STUDENT TRANSCRIPT data maintained by Principal designated staff.

E. BUSINESS APPLICATIONS PRACTICES;

1. HUMAN RESOURCES: APPLICANT data entered by Personnel Department Staff;
2. HUMAN RESOURCES: PERSONNEL data entered by Personnel Department staff;
3. HUMAN RESOURCES: PAYROLL and ATTENDANCE data entered by Payroll Department staff;
4. SALARY NEGOTIATIONS data entered by Finance Department staff;
5. POSITION CONTROL data entered by Finance Department staff.

F. TRANSPORTATION DEPARTMENT PRACTICES:

1. KETRON "PUTNAM" APPLICATION – download from Administrative CPU and maintained by Transportation Department staff - eliminated August 2000;
2. EDULOG APPLICATION – download from Administrative CPU and maintained by Transportation Department staff - eliminated August 2000 - implemented August 2000;
3. EDULOG INTERFACE – Interface download / upload to Administrative CPU created and supported by Data Processing staff.

G. SPECIAL EDUCATION DEPARTMENT PRACTICES:

1. LST (Learning Systems) INTERFACE - download / upload to Administrative CPU created and supported by Data Processing staff;
2. Administrative CPU Special Education fields maintained by Special Education Computer Operator;
3. Administrative CPU Special Education screens and fields created and supported by Data Processing staff;
4. Special Education Computer Operator will maintain outside placement entry and withdrawal data;
5. Special Education Computer Operator will maintain program codes and all SPED data for student records.

H. PARENT INFORMATION PRACTICES:

1. PIC will register and transfer all student records.

I. BILINGUAL INFORMATION PRACTICES:

1. BILINGUAL will maintain all bilingual data entry.

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Administrator MIS/IT
Voice Mail (781) 595-5794
Daniel McManus
Network Administrator
Voice Mail (781) 477-7328

Rickard J. Donovan
Computer System Manager

Christine Kaczorowski
Asst. Computer System Manager

DATE: October 9, 1998
TO: To Whom It May Concern
FROM: Sheila M. Astuccio
RE: Security Policy for Administrative PCs and CPU Data

I refer you to the policy statement for security dated August 25, 1990:

Vague or inadequately defined responsibilities for the security of data, systems, and programs are a concern, and specific responsibilities for their protection must be firmly established if adequate security is to be achieved. In the case of data within the Data Processing Center, this person is the Computer System Manager. If there is more than one person within data processing who share DP responsibilities, there must be a Security Manager. (MIS Director performs this task at this time!)

The Security Manager is responsible for:

1. Creating new users on the system;
2. Setting up application access (privileges/resources);
3. Defining user building access;
4. Assigning and changing system application passwords;
5. Using audit trails or transaction logs on a dedicated processor;
6. Performing other appropriate measures relative to system manager materials, access codes, manuals, etc.

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The internal auditors and security management may and should review the adequacy of the protection afforded the data, but cannot be given the primary responsibility for its safety. Virtually no security measures are effective without the support of data entry or operator personnel. Control measures at data entry sites are essential and adequate disciplinary measures must apply to those who disregard established security procedures.

Optimum care by the operator, should be expected, as follows:

1. No disclosure of password(s);
2. Frequently change login password by operator, (minimum 120 days);
3. Avoid writing passwords on operating materials, or other accessible media;
4. Each user is unique, with unique access privileges, and should not allow others access to the system by their password;
5. Always "exit" the host before leaving the pc (terminal);
6. Proper storage of procedural materials --- don't leave in open access on desk;
7. Collect printed copies from the printer in a timely fashion, inform data processing to delete printfiles from unauthorized usage;
8. Properly dispose of sensitive data by filing, tearing, or shredding copies before placing in trash;
9. Prompt notification of job changes by the personnel department to the security manager is essential to allow prompt security access modifications;
10. Department managers, directors, headmasters are responsible for overseeing security access and data within their departments and/or buildings.

In the event of password disclosure Infractions, etc. future access to the system will be denied and any additional ramifications will be determined by the Administrator MIS / IT.