



**SWEETWATER COUNTY
SCHOOL DISTRICT #1**

Agenda Item 10-d

Recommendation for the approval of the Audit Controls Policy

Audit Controls Policy

Policy #:

Version #: 1.0

Approved By:

Effective Date:

Purpose:

The purpose is to implement hardware, software, and/or procedural mechanisms that record and examine activity in information systems that contain or use sensitive information.

Audits may be conducted to:

- Ensure confidentiality, integrity, and availability of sensitive information
- Investigate possible security incidents and ensure conformance to Sweetwater County School District #1 security policies
- Monitor user or system activity where appropriate

Scope:

This policy applies to Sweetwater County School District #1 in its entirety, including all workforce members. Further, the policy applies to all systems, network, and applications, as well as all facilities, which process, store or transmit sensitive information.

Policy:

Sweetwater County School District #1 will identify critical systems that require event auditing capabilities. Sweetwater County School District #1 will define the events to be audited on all such systems. At a minimum, event auditing capabilities will be enabled on all systems that process, transmit, and/or store sensitive information. Events to be audited may include, and are not limited to, logins, logouts, and file accesses, deletions and modifications.

Sweetwater County School District #1 will ensure the protection of all audit reports and log files.

Sweetwater County School District #1 will review the usage of software and application tools to review audit files.

When requested, and for the purpose of performing an audit, any access needed will be provided to authorized members of Sweetwater County School District #1's security team.

This access may include but is not limited to:

- User level and/or system level access to any computing or communications device
- Access to information (electronic, hardcopy, and so on) that may be produced, transmitted, or stored on Sweetwater County School District #1's equipment or premises
- Access to work areas (labs, offices, cubicles, storage areas, and so on)
- Access to interactively monitor and log traffic on Sweetwater County School District #1's networks

Responsibilities:

The Security Officer will be responsible for ensuring the implementation of the Audit Controls policy.

Compliance:

District and/or legal action may be taken for violations of applicable regulations and standards such as state and federal rules to include the Family Educational Rights and Privacy Act (FERPA).

Procedure(s): None

Form(s): None

References:

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)
- International Standards Organization (ISO 27002).