



**SWEETWATER COUNTY
SCHOOL DISTRICT #1**

Agenda Item 10-e

Recommendation for the approval of the Automatic Logoff Policy.

Automatic Logoff Policy

Policy #:

Version #: 1.0

Approved By:

Effective Date:

Purpose:

The purpose is to implement electronic procedures that terminate an electronic session after a predetermined time of inactivity.

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 maintain procedures for Automatic Logoff of systems that contain sensitive information after a period of inactivity. The length of time that a user is allowed to stay logged on while idle will depend on the sensitivity of the information that can be accessed from that computer and the relative security of the environment that the system is located.

Sweetwater County School District #1 will periodically inspect systems to ensure that the automatic session logoff capability is configured correctly.

Responsibilities:

The Security Officer will be responsible for ensuring the implementation of the Automatic Logoff 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).