

Summers County Board of Education

Scope:

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Reviewed: May 26, 2022.

PROCEDURES RELATING TO EMPLOYEES LEAVING EMPLOYMENT

When an employee leaves the system due to retirement, resignation or termination, all access to county-issued computer systems operations will be removed.

This will include, but not be limited to the following:

1. Immediate deletion of profile in county-issued windows and applications.
2. Immediate change of all locks or passwords giving access to county-issued hardware or software.
3. Collection of county-issued system and operations document.

If an employee is assigned to a school, the principal will notify the computer technician as to which hardware and software accounts need to be disabled.

If an employee is assigned to the county office, the technology director will notify the computer technician as to which hardware and software accounts need to be disabled.

The county WVEIS coordinator will be responsible to remove all WVEIS access to information related to Summers County Schools.