

HOLLAND PATENT CENTRAL SCHOOL DISTRICT

9601 Main Street
Holland Patent, New York 13354

Unit Name: Division of Local Government & School Accountability

Audit Report Title: Holland Patent Central School District Access to the Student Information System

Audit Report Number: 2016M-326

For each recommendation included in the audit report, the following is our corrective action(s) taken or proposed. For recommendations where corrective action has not been taken or proposed, we have included the following explanations.

Audit Recommendation: Evaluate permissions currently granted to each SIS user and remove any deemed unnecessary. Permissions that should be evaluated include those for high school secretary, the pupil personnel services secretary, two county probation officers, the Sheriff's office resource officer and MORIC technicians.

Implementation Plan of Action(s): The District has worked with the vendor and the Regional Information Center to further modify the rights of the individuals as noted in the audit. Permissions were evaluated with the Regional Information Center, resulting in each SIS user being placed in their appropriate group pertinent to their job responsibilities.

Implementation Date: The action planned above was implemented on July 19, 2016.

Person Responsible for Implementation: Dr. Kathleen Davis, Former Superintendent of Schools

Audit Recommendation: Limit the ability to assume other SIS users' accounts and identities to those individuals that have a job-related need for this function and monitor for inappropriate activity.

Implementation Plan of Action(s): The Holland Patent Central School District has modified user accounts with the Regional Information Center and the vendor (School Tools) to limit access as required by job tasks.

Implementation Date: The action planned above was implemented on August 17, 2016.

Person Responsible for Implementation: Dr. Kathleen Davis, Former Superintendent of Schools

Audit Recommendation: Review current procedures and strengthen controls to ensure that individuals have only those permissions needed to perform their job duties. This includes performing follow-up reviews with MORIC personnel to ensure they have made all necessary changes.

Implementation Plan of Action(s): The Holland Patent Central School District met with the Regional Information Center leadership team to confirm that the two technicians do in fact support the servers. The system does not allow for this component to be restricted from their rights without deleting them

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form the components they need. It should be noted that they have been trained in proper handling of PPSI and have appropriately navigated the system.

Implementation Date: The action planned above was implemented on August 17, 2016.

Person Responsible for Implementation: Dr. Kathleen Davis, Former Superintendent of Schools; Jason Evangelist, Superintendent of Schools

Audit Recommendation: Ensure the newly established review established review process detects unauthorized or inappropriate SIS activity and allows officials to take follow-up or remediation steps in a timely manner.

Implementation Plan of Action(s): The Holland Patent Central School District documented procedures to monitor audit logs twice a year. The District will continue to meet regarding the logs and will look more specifically at creating new groups within the modules to offer a more precise scope for users.

Implementation Date: The action planned above was implemented on July 19, 2016.

Person Responsible for Implementation: Dr. Kathleen Davis, Former Superintendent of Schools; Jason P. Evangelist, Superintendent of Schools