

# Kishoge Community College IT Policy for the expiry and deletion of IT Accounts (staff and students)

**Adopted by the Board 3<sup>rd</sup> of April 2018**

## **Background**

This document outlines the policy of expiration and permanent deletion of -

- a) Kishoge Community College IT Staff accounts
- b) Kishoge Community College IT Student accounts

- hereafter referred to as users.

This policy should be read in conjunction with Kishoge Community College (KCC)'s ICT AUP, iPad AUP and Code of Positive Behaviour.

From Kishoge Community College (KCC) ICT AUP;

*"Kishoge Community College may ... internet access, access to desktop computers... laptop or tablet devices, ..., online collaboration capabilities, ..., email and more. As new technologies emerge, Kishoge Community College may provide access to them also"*

Users with access to these services are monitored regularly and updated accordingly. (A full check is done on users with access to IT systems once a year to check for any inconsistencies.)

## **Process**

The process of removing access and deletion is as follows;

- When a user departs KCC (e.g. they graduate at the end of 6<sup>th</sup> year) they are added to a spreadsheet which will track accounts due for deletion.
- Some services that contain personal information (e.g. Vsware access) are revoked immediately on a user leaving KCC.
- Should a user return after their account has been deleted, a new account will be created as per user account creation process. All data from the previous account will be gone.
- Should a user return before an account is disabled, the old account will be re-enabled.
- Accounts which have been deleted will not be available for restoration. Data will not be backed up by the IT department and it is the responsibility of the user to ensure that they have saved all relevant data they want to keep (including but not limited to, email addresses, correspondence, photos, documents etc.).
- Email forwarding will not be made available
- In extenuating circumstances access to all IT systems in the school may be removed immediately.
- Temporary revoking of access from students may be needed of as per KCC's code of Positive Behaviour and ICT AUP.
- An automatic email is sent 30 days before the account access is revoked to give the user a chance to remove any data they want to retain

User services are listed below as well as changes that occur when a user leaves KCC (This list is not exhaustive and may be updated in the future.)

### Staff

Vsware portal	Access revoked immediately on departure from KCC
iPad	Returned to school on departure and factory reset with all data removed.
KCC branded Office 365 account (contains @kishogecc.ie email address, Online storage via Onedrive as well as Online collaboration tools. Also comes with 5 software licences for Office suite of tools)	Access revoked 3 months following departure from KCC with deletion of account happening approx. 3 months after access is revoked.
KCC Printer code access	Access revoked 3 months following departure from KCC with deletion of account happening approx. 3 months after access is revoked.
Desktop computer access with network storage	Access revoked 3 months following departure from KCC with deletion of account happening approx. 3 months after access is revoked.
Active Directory presence	User has no access but is deleted from AD approx. 6 months following departure.
KCC Wifi password	Changed internally on a yearly basis in January

**This process does not affect retired staff, staff on maternity leave or staff on career break.**

### Students

Vsware portal	Access revoked immediately on departure from KCC
iPad	User retains iPad. It is the user's responsibility to contact the IT department to ensure that the school management system on the iPad is removed.
KCC branded Office 365 account (contains @kishogecc.ie email address, Online storage via Onedrive as well as Online collaboration tools. Also comes with 5 software licences for Office suite of tools)	Access revoked 3 months following departure from KCC with deletion of account happening approx. 3 months after access is revoked.
KCC Printer code access	Access revoked 3 months following departure from KCC with deletion of account happening approx. 3 months after access is revoked.
Desktop computer access with network storage	Access revoked 3 months following departure from KCC with deletion of account happening approx. 3 months after access is revoked.

Active Directory presence	User has no access but is deleted from AD approx. 6 months following departure.

Exceptions to the above are reviewed on a case by case basis.

All revoking of access and deletion of accounts is done manually with a view to automate the process in the future.

A copy of this policy is available on the school website and the staff eHandbook