Putnam Valley Central School District

"The Child, First and Foremost... Building a Foundation for the Future"

January 21, 2022

Putnam Valley Central School District

Unit Name: Putnam Valley Central School District

Audit Report Title: Putnam Valley Central School District: Information Technology

Audit Report Number: 2021M-154

For each recommendation included in the audit report, the following is our corrective actions.

Audit Recommendation 1:

The Board Should: Adopt a comprehensive password security policy to address password requirements and to communicate expectations to District officials and employees.

Implementation Plan of Action:

A board policy addressing password requirements and employee expectations has been drafted to fulfill this recommendation.

Implementation Date: Spring 2022

Person Responsible for Implementation: Michael Lee, Jeremy Luft, BOE

Audit Recommendation 2:

The IT Director should: Ensure that all employees with administrative account access have and use a dedicated or secondary account for activities that do not require elevated access.
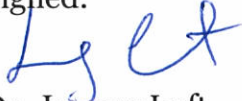
Implementation Plan of Action:

All users with administrative account access now have secondary accounts for activities that do not require elevated access. Users have been instructed to use "standard" accounts for non-administrative functions.

Implementation Date: January 3, 2022

Person Responsible for Implementation: Michael Lee

Signed:

Dr. Jeremy Luft
Superintendent of Schools

_1/24/22_
Date

Michael Lee
Director of Technology

_1/24/22_
Date