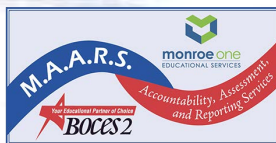# Security Form
Monroe SFTP Access Authorization
Monroe Accountability, Assessment, and Reporting Services (MAARS)

AFTER COMPLETION, THIS FORM IS STRICTLY CONFIDENTIAL
Be sure to complete the second page of this form

RETURN (Via Email or Fax) TO: Patty Zeiner
Monroe Accountability, Assessment, and Reporting Services
pzeiner@bocesmaars.org
Phone: (585) 349-9053
Fax: (585) 349-9090

Part A.   Explanation:

This form is used to establish access to the Monroe secure ftp site. Due to the sensitive nature of this data, only district approved personnel will be allowed read/write access. Access to this data should be limited to authorized personnel only.

This form must be signed by **both**:

- District Superintendent, Charter School Principal/Leader, or Non-Public School Principal/Leader.
- Authorized User

For further assistance with this form, contact the MAARS SFTP administrator Patty Zeiner

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Part B.   District/Charter/Non-Public School identification:

District/Charter/Non-Public School Name: _____

District Code: __ __ __ __ __ __ __ __   (example: NY26#### or 800####)

Part C.   Authorized User:

Complete this section to identify the person being authorized to access the SFTP site. The authorized user MUST sign the acceptable use policy on the reverse side

Last Name: _____   **First Name:** _____

Position Title: _____

Email Address: _____

Telephone: _____

-- (Continued on next page) --

Part D.   Password Selection And Procedure

Each authorized user of the system is given a unique sign-on identification (USERID) up to 25 characters long. Along with the USERID, each user is issued a temporary PASSWORD. This USERID & PASSWORD is the information that allows each individual user, and only that user SFTP privileges.

- Use this form to add an individual ID, or modify an existing ID
- **Both** the authorized user and the District Superintendent-Charter/Non-Public Principal must sign this form.
- USER IDs remain the responsibility of the named user, and should never be shared.
- If a user name or password is lost, forgotten, or stolen, contact :Mari-Ellen Maloney 349-9025

USERID will be based on the authorized user's name. For example, James Smith → "jsmith".

(Password is case sensitive. User can change at any time.)

Part E.   Acceptable Use Of Secure FTP Site

Any person, authorized user, or person allowed by the authorized user, who engages in unauthorized or unacceptable use of the SFTP Application may be subject to disciplinary and/or legal action as appropriate.

I agree NOT to:

1. Share, sell, or disclose my login ID & password
1. Share, sell, disclose, or discuss, without proper authorization, student and/or staff information
2. Obtain, or attempt to obtain, unauthorized or unacceptable access to and use of any account, data, and/or files, or use of such facilities for purposes other than those authorized.
3. Obtain, or attempt to obtain, unauthorized or unacceptable access to and use of any account or any information contained in a SFTP file and/or the network facilities for personal or private gain.
4. Access, or attempt to access and/or use files or data containing personally identifiable education records without proper authorization.
5. Disclose, without proper authorization, the contents of any database or file containing personally identifiable information from the education records of students or records of staff.
6. Share, sell, disclose, or discuss information and/or data and or files accessed and/or obtained through authorized means.

The undersigned acknowledges that he/she has read the foregoing SFTP Acceptable Use Policy (AUP), the MONROE #1 BOCES AUP[1], and the MONROE #2 BOCES AUP[2], and agrees that his/her use of the SFTP will be consistent with the requirements of these policies and all applicable laws and regulations.

MAARS reserves the right to immediately suspend and/or terminate use by any authorized user for a violation of the above SFTP AUP, the MONROE #1 BOCES AUP, or the MONROE #2 BOCES AUP.

<u>To be completed by the School District prior to issuance of SFTP credentials.</u>

District Superintendent/School Principal Name: _____

Superintendent/Principal Signature _____   **Date:** _____

Authorized User Signature: _____   **Date:** _____

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[1] MONROE #1 AUP may be found at http://www.monroe.edu/documents.cfm → Files and Documents → Campus Technology documents → "Internet Use Policy STAFF"
[2] MONROE #2 AUP may be found at http://www.monroe2boces.org/policies.cfm?sid=2 → 5260, Staff Use of Computerized Information Resources