

## Security

### Who is responsible?

- All users at North Iowa are responsible for the security of the system.

### What are we protecting?

- Student transcript information including grades, student ID numbers, birthdates, standardized assessment scores, and individualized tests.
- Health information including school records, health issues and history, family history, and medications.
- Student identities including SSN in some cases.
- Employee data
- Students and Employees from "bad stuff".

### Why is this a big deal?

- Helps to protect the reputation of North Iowa School
- Helps to prevent legal or civil penalties.
- It is the right and ethical thing to do.



# North Iowa School Technology Information

## How do I help protect things?

### Reset your password

- Password to login to the domain including webmail and the domain are forced to be changed every 180 days. This helps to clean the slate for brute force, man in the middle, and compromised passwords.
- If you think your password has been guessed, change it.
- When you change your domain login password, also change your other passwords such as JMC.

### Use strong passwords

"Adopting strong password policies is one of the most effective ways to ensure system security."



### Keep it **SAFE!**

NI requires passwords to be 8 characters or more in length, and also requires 3 out of the four characters:

- Uppercase letter
- Lowercase letter
- Symbol
- Number

Some additional strong password tips:

- Your password should not contain your e-mail name or any part of your full name.
- Never write your password down
- Never share your password.
- Your new passwords should never be the same as any of your last eight passwords.
- Your password should not be a "common" word (for example, it should not be a word in the dictionary or slang in common use). Numerous password cracking programs exist that can run through millions of possible word combinations in seconds.

**Passwords are like underwear**—you don't let people see it, you should change it often, and you shouldn't share it with strangers!

## Additional Security Tips

**Logoff or LOCK** a station when you walk away from your computer. This prevents unauthorized people from using your account rights, changing information, or even installing software to track your usage/key strokes.

### Report suspicious action

If someone unauthorized is "messing" with your computer, ask them what they are doing. If it doesn't sound right, report it to Tech Support. If you see hardware that is new that you don't recognize, report it.

### Careful with printing

Sensitive documents such as test and grades, should be retrieved from the printer immediately or notify office personnel to pick it up if you can't get there right away.



## TROUBLE SHOOTING

**Log off and back in.** A missing menu bar, stuck printer, or desktop icons missing are some things that could be resolved with this practice.

**Reboot the computer if possible.** This can speed up access, clear stuck printers, and assist with internet lockups.

**Something not working on one browser?** Try a different one. We have three options to choose from—Internet Explorer, Mozilla Firefox and Google Chrome.

**Check the cables—**sometimes cables come loose and are 1/2 way unplugged. This might fix monitors, no network access and many other issues.

**Contact Tech Support:**  
techsupport@northiowa.org

# AEA Online Resources

AEA Online Resources are very underutilized for many teacher and student resources. You can find them on the left hand side of the NI homepage or go directly to [Iowa AEA Online](#)

EVERYONE at NI has access to these resources with these credentials:

**Username: 0873nihs**  
**Password: aea267**

These Usernames may also be entered:  
0873nims  
0873niel

### Some available resources:

Soundz Around  
AP Images  
Atomic Learning  
Book Flix  
True Flix  
Britannica Online  
Gale  
iClipart  
Learn360  
AND MANY OTHERS

MackinVIA may be accessed with individual student and teacher accounts  
Username and password are your lunch ID #

## Tech Support/Staff Only on the homepage

There are quite a few “how-tos” on the left hand side of the NI homepage under Technical Support.. They include some information about Sharepoint 2010, security information, phone information such as how to change your greeting, e-mail how-tos such as adding your school e-mail to a cell phone, and a GREAT list of Web 2.0 tools.

The “Staff Only” site is only accessible to staff. This is where you will find many items such as your employee manual, master contract information, purchase order forms, school letterheads, master contract information, and much more. It is important to note that Internet Explorer and Chrome will automatically sign you in while you are in the school building.

If you are outside the building, you will need to sign in with your login credentials, and probably will also need the North Iowa domain in front of your username.

Example: ni\smith

followed by your password.

It is important to use the back slash between the ni and your username. \ — not the forward slash /

## Other insider tips

The (P: drive) is Public Share. This drive may be used by anyone in the district to “share” with anyone in the district. All students and staff can see this shared drive.

The (G: drive) is a location for a sub folder where you can drop things for a substitute teacher to access.

Remote Access—there is a how-to on the homepage for remoting in to your school account from a home computer. It’s on the right hand side of the homepage under “Anywhere/Anytime” then “Remote Access”

Webmail is also available for Anywhere/Anytime access. Simply click on Webmail on the right hand side of the homepage and use your login credentials.

Be sure to use the **Facility Request** to reserve a location for any special meetings.