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Statement of.....

Policy and Responsibility

SUBJECT: ANTI-VIRUS POLICY

I. Purpose

To establish requirements which must be met by all computers connected to Murray School District (MSD) networks to ensure effective virus detection, removal and prevention.

II. Scope

This policy applies to all MSD computers. This includes, but is not limited to, desktop computers, laptop computers, PDAs, file/ftp/tftp/proxy servers, and any equipment which communicates via a network.

III. Policy

All MSD computers must have MSD's standard, supported anti-virus software installed and scheduled to run at regular intervals. Any non-district computer must be certified virus-free before being connected to the production network. In addition, the anti-virus software and the virus pattern files must be kept up-to-date. Virus-infected computers must be removed from the network until they are verified virus-free. All district staff members are responsible for following procedures that ensure anti-virus software is run at regular intervals, and computers are verified virus-free. Any activities with the intention to create and/or distribute malicious programs using MSD's networks (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.) are prohibited, in accordance with the Acceptable Use Policy.

Refer to MSD's Anti-Virus Recommended Processes to help prevent virus problems.

IV. Enforcement

Any computer user found to have violated this policy may be subject to disciplinary action.

If the anti-virus definitions are out-of-date and the primary user has been contacted twice by the District Network Operations Center, the District Network Operations Center has the authority to remove the computer from the production network until the machine is brought back up-to-date.