ALPHA ACADEMY

# Acquisition Assessment Policy

**Last Update Status:** Created and converted to new format January 5, 2022

## 1. Overview

The process of integrating newly acquired information technology devices and applications can have a drastic impact on the network and security poster of our school. The network and security infrastructure have to be considered when procuring new devices, applications, and software. The goal of the security acquisition assessment and integration process will include:

- Alpha Academy's security landscape, posture, and policies
- Protect Alpha Academy from increased security risks
- Educate all employees about Alpha Academy's IT Security policies and standards
- Adopt and implement clear IT and Physical Security Policies and Standards
- Integrate acquired devices, applications, and software to meet strong standards
- Continuous monitoring and auditing of the new assets

## 2. Purpose

The purpose of this policy is to establish Information security responsibilities regarding school acquisitions, and define the minimum-security requirements of an Infosec acquisition assessment.

## 3. Scope

This policy applies to all systems, networks, computer labs, test equipment, hardware, software and firmware, owned and/or operated by Information Technology personnel with-in Alpha Academy.

## 4. Policy

4.1 General

Acquisition assessments are conducted to ensure that any new devices, software, or applications both physical and cloud based does not pose a security risk to Alpha Academy's network, internal systems, and/or confidential/sensitive information. The Information Technology Director and/or Information Security Engineer will appoint personnel to serve as active members of the acquisition team throughout the entire acquisition process. The Infosec role is to detect and evaluate information security risk, develop a remediation plan with the affected parties for the identified risk, and work with the acquisitions team to implement solutions for any identified security risks, prior to allowing connectivity to Alpha Academy's network.

4.2 Requirements

4.2.1 Hosts

4.2.1.1 All hosts (servers, desktops, laptops) will be replaced or re-imaged with an Alpha Academy standard image or will be required to adopt the minimum standards for end user devices.

4.2.1.2 Business critical production servers that cannot be replaced or re-imaged must be audited by IT Director.

4.2.1.3 All PC based hosts will require Alpha Academy approved virus protection before the network connection.

4.2.2 Networks

4.2.2.1 All network devices will be replaced, upgraded, or re-imaged with an Alpha Academy standard image.

4.2.2.2 Wireless network access points will be configured to the Alpha Academy's security standard.

4.2.3 Internet

4.2.3.1 All Internet connections must be secure behind several layers' protection. 4.2.3.2 When justified by business requirements, air-gapped Internet connections require IT Director review and approval.

4.2.4 Remote Access

4.2.4.1 All remote access connections will be approved by IT Director and audited bi weekly.

4.2.4.2 VPN access to the production network will be provided by MCNC.

4.2.5 Labs

4.2.5.1 Computer Lab equipment must be physically Tagged, tracked, documented, separated and secured from non-lab areas.

4.2.5.2 The lab network must be separated from the main network with a firewall between the two networks to secure state testing when needed.

4.2.5.3 Any direct network connections (including analog lines, ISDN lines, T1, etc.) to external customers, partners, etc., must be reviewed and approved by IT Director. Ex. Connections to MCNC, Segra, TopDesk, NCDPI.

## 5. Policy Compliance

5.1 Compliance Measurement

The IT Director will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

5.2 Exceptions

Any exception to the policy must be approved by the Superintendent or Site Director in advance.

5.3 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

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## 6 Related Standards, Policies and Processes

None.

## 7 Definitions and Terms

- Business Critical Production Server

## 8 Revision History

| Date of Change | Responsible | Summary of Change |
|---|---|---|
| January 3, 2022 | Jamie Ellerbe | created and converted to new format. |
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