

# **TECHNOLOGY - Anti-Virus Policy**

## **1.0 Purpose**

To establish requirements which must be met by all computers connected to Grand County School District (hereby known as GCSD) networks to ensure effective virus detection, removal and prevention.

## **2.0 Scope**

This policy applies to all GCSD 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.

## **3.0 Policy**

All GCSD computers must have GCSD'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 GCSD's networks (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.) are prohibited, in accordance with the Acceptable Use Policy.

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

## **4.0 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If the anti-virus definitions are out of date and the primary user has been contacted twice by the Technology Office, the Technology Office has the authority to remove the computer from the production network until the machine is brought back up-to-date.

## **5.0 Document Revision History**

Adopted June 14, 2004