



Technology & Information Services Department

To: Information Services and Maintenance Vendors

From:

Date:

Re: Vendor Compliance Statement

The Technology & Information Services Department (TISD) of the Chino Valley Unified School District (CVUSD) takes seriously all issues regarding network security, software licensing and privacy. We have created this Vendor Compliance Statement that lists specific procedures all vendors must abide by.

A representative from each vendor organization will be required to sign this document, which will be kept on file with the Technology Director. Vendors will also be required to sign this document or its successor on an annual basis. The signing representative for the vendor organization will be responsible for disseminating this information to personnel engaged by the TISD. Any infraction of these policies will result in action against the vendor that may include the immediate expulsion of any or all of the vendor's personnel. Individual ignorance of these policies will not be weighed in the consideration of infractions.

The following procedures are to be adhered to by all vendor representatives at all times:

1. **PASSWORD SECURITY.** All passwords are considered secure. Vendors may not disseminate any passwords unless specifically directed by TISD management. Vendors will not provide information concerning Admin accounts (ROOT Admin, container Admin, local NT administrator or Domain administrator) or their equivalent to any persons. District personnel ONLY will disseminate this information. Vendors will never create "back door" or "generic" user accounts on any systems unless specifically directed to do so by TISD management.
2. **SYSTEM SECURITY.** Unauthorized access to or modification of District systems including file servers, routers, switches, NDS and Internet services is prohibited. Any attempt to bypass or subvert any District security system, both hardware and software is prohibited.

3. **SOFTWARE LICENSING.** Software will be installed on District workstations only upon successful demonstration that a valid license exists for that workstation. Vendors shall install software products only on specified equipment and only when directed to do so by the TISD. Vendors shall not copy District software for any personnel or non-District related uses.

4. **PRIVACY.** The vendor will adhere to all provisions of the Federal Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. 123g), California Education Code and District policies regarding the protection and confidentiality of data. At all times, the vendor will consider all data collected in the course of their duties to be protected and confidential. Release of this data can only be authorized by the TISD.

5. Vendors may not attach non-CVUSD computers, laptops or peripherals to the CVUSD network without the expressed and written consent of CVUSD management. The vendor will, at the time of the request, certify that any such equipment has been scanned and is free of viruses, spyware, Trojans and worms, that the system is fully patched to current manufacturer patch level and that there is a current, active, and up to date anti-virus measure installed.

6. Vendors shall not copy, duplicate, sell, repackage or use for demonstration purposes any CVUSD data without the prior, written consent of TISD management.

Please complete this form and return to your District contact person who will forward the form to the TISD administrator.

As an authorized representative of my organization, I accept the conditions listed in this document.

Company

Company Telephone

Printed Name

Signature

Date