PERSONNEL
Security Keys

This policy aims to ensure the proper management of security keys, safeguarding the District's digital assets, and fostering a culture of cybersecurity awareness among staff and students. It is essential for all individuals associated with the District to adhere to these guidelines to maintain the integrity of our digital environment.

1. Ownership and Responsibility

Security keys issued to staff, students, or any individuals associated with the Bemidji Area School District (referred to as "the District") are the property of the District and are entrusted to individuals solely for the purpose of enhancing digital security and access control. The security keys, which may include hardware tokens, authentication devices, or any similar technology, are vital components of the District's cybersecurity infrastructure. Their use is essential in safeguarding sensitive information, systems, and resources. Therefore, the District retains ownership of all security keys issued and reserves the right to monitor their usage to ensure the integrity of its digital environment.

2. Loss and Compensation

In the event that a security key issued by the District is lost, stolen, damaged beyond functional use, or otherwise rendered inoperative, the individual to whom the key was assigned is responsible for promptly reporting the loss to the designated IT support department. The individual will also be required to compensate the District for the cost of replacing the lost security key. The replacement cost will be determined by the District's IT department, taking into consideration the current market value of the security key, associated administration fees, and any additional costs incurred for reissuing and reconfiguring the replacement key. Failure to report the loss of a security key or to compensate the District for the replacement may result in restricted access to District systems and it is the responsibility of all keyholders to handle and safeguard their security keys diligently to prevent loss or unauthorized use.