

## ASSET AND ACCESS CONTROL

The Board is committed to the safety of students, staff and faculty, as well as the safety and security of District facilities and assets. An essential element of security is maintaining adequate controls to ensure that District assets are accessed and used only by those authorized to do so, and that assets are returned and access inactivated when no longer required for conducting official District business. Therefore the tracking of District assets, including access to information technology systems and resources, access devices and the individuals to whom they are issued, is required.

Issuance of assets including information technology systems and resources, and access devices shall be limited, tightly controlled, and needs-based. Asset and access device holders shall be held accountable for, and shall maintain control of assets and access devices issued to them, ensure their proper use, report lost assets and access devices, and return the same to their supervisors when items are no longer required for the performance of official District business.