



STANDARD POLICIES AND PROCEDURES

POLICY NAME APTA FUND USER ACCESS MANAGEMENT	Section: B Policy Number: 6 Effective Date: 11/17/2022 Review Date:
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La Academia de Esperanza Charter School recognizes that safeguarding access to the APTA Fund Accounting Software system is critical to maintain the integrity of the financial data and to prevent unauthorized access to such resources. The objective of this Policy is to ensure the school has adequate controls to restrict access to data.

Access to the APTA Fund software must be restricted to only authorized users, based on the principle of strict Need to Know and Least Privilege. Need to Know is defined as users who will be granted access that is necessary to fulfill their roles and responsibilities. Least Privilege is defined as users who will be provided with the minimal privileges necessary to fulfill their roles or responsibilities.

- The school shall designate the Business Manager as the APTA Fund Account Administrator. This designation assigns advanced permissions that allow for creation of new users, the ability to assign and change account permissions, and modify security settings.
- The Administrator shall create and safeguard a User Access file which contains all documentation as to the status of users who are given access to the system. Such documentation shall include, but is not limited to, user name, date of assignment, date of modification, date of termination, and explanation of action(s) taken.
- Access rights will be disabled and/or removed when an authorized user is terminated, resigns voluntarily, reassigned within the organization, or ceases to have a legitimate reason to access the APTA Fund system.

The Business Manager, in collaboration with APTA Fund Support and the school's contracted Information Technology Contractor, shall develop any Procedures necessary to implement this Policy.