



SECURITY

2002 CSUG CONFERENCE

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Agenda

- ◆ Skim through this presentation w/ screen shots of atoms
- ◆ Describe process
- ◆ Handouts for reference
- ◆ Documentation
- ◆ Show actual setups and resulting settings in real Data
- ◆ Questions
- ◆ Discussions

SYSTEM SETUP

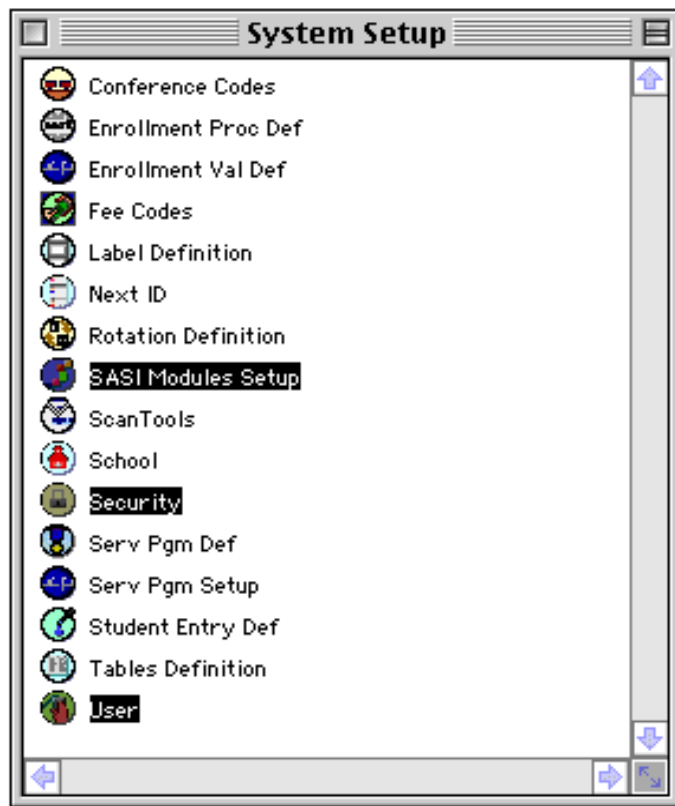
◆ First Line Security:

- n Computer user training
 - w **The security of any system is only as good as the security of the individual users.**
- n Passwords
 - w **Server:**
 - n **Mandatory changes**
 - n **Hours of Access**
 - w **SASI:**
 - n **Mandatory changes**
 - n **Screen Locks**
 - n **Data Locks**

◆ SASI Program

- n SCHOOL ATOM
- n USER ATOM
- n SASI MODULES
SETUP
- n SECURITY ATOM

What you will need...



❖ System Setup Folder

- n User
- n SASI Modules Setup(SMG)
- n Security
- n School

❖ Utilities (Helpful)

- n Log-In

SCHOOL ATOM – General TAB

ThunderRidge High School School

| Sch# | School Name | Alternate# | Sch Abrv | Telephone |
|------|--------------------------|------------|----------|--------------|
| 034 | ThunderRidge High School | 334 | TRHS | 303-471-3200 |

Basic **General** Schedule Enrollment Term Duration Localization

Grade Levels Taught
09 10 11 12

Promote Grade Level to
10 11 12

Periods: Begin 00 End 09
Password: Minimum Length 4 Days to Expiration
Inactive Minutes to: Screenlock 10 Shutdown 90
Confirm: Add Always Change Always Delete Always

Tracks: Track Type Traditional (no tracks)

Attendance Type Period Telephone Dialer Phonemaster v3.xx
Print Locker Print Number Use Combination None

Using photos Allow 2 Students Per Locker Residence Address Validation Validate
 Restrict Students by Teacher Enable Central Address Validation

Navigation: Back, Search, Forward, Close


USER ATOM – Security Officer

System Setup User

User ID User Name User Class

Options

| Year | School | Image Input Device | Tch # | Find Field | Dis Sec Lvl |
|------|--------|--------------------|-------|------------|-------------|
| 2000 | 990 | Video Camera | | Student ID | |

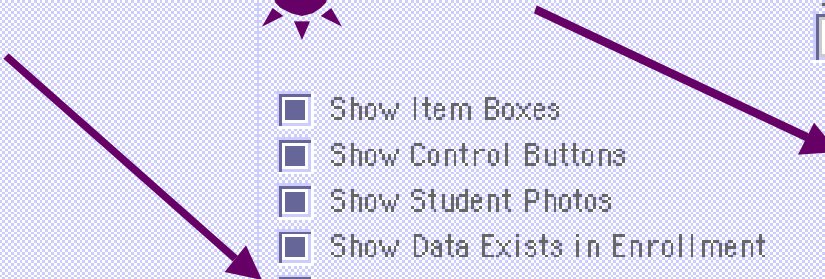


Minutes before Screen Locked
Screen Lock Quit Option

Show Item Boxes
 Show Control Buttons
 Show Student Photos
 Show Data Exists in Enrollment
 Allow Multiple Logins

User Record is a User Class
 User is a Security Officer
 Open First Editable Field
 Remember Last Entity

Desktop picture:



USER ATOM - Groups

USER GROUP User

User ID: USER GROUP User Name: USER GROUP User Class:

Options ABACUS SQL

| Year | School | Image Input Device | Tch # | Find Field | Dis Sec Lvl |
|------|--------|--------------------|-------|-------------------|-------------|
| 2000 | 390 | Disk File | | Student Last Name | |

Minutes before Screen Locked
Screen Lock Quit Option: **Allow quit with save**

- Show Item Boxes
- Show Control Buttons
- Show Student Photos
- Show Data Exists in Enrollment
- Allow Multiple Logins
- User Record is a User Class
- User is a Security Officer
- Open First Editable Field
- Remember Last Entity

Desktop picture: **No Desktop Picture** **Change Password**

Navigation: [Left] [Find] [Right] **Close**

USER ATOM - Individuals

NEW USER User

User ID: NEW USER User Name: NEW USER User Class:

Options ABACUS SQL

| Year | School | Image Input Device | Tch # | Find Field | Dis Sec Lvl |
|------|--------|--------------------|-------|-------------------|-------------|
| 2000 | 390 | Disk File | | Student Last Name | |

Minutes before Screen Locked

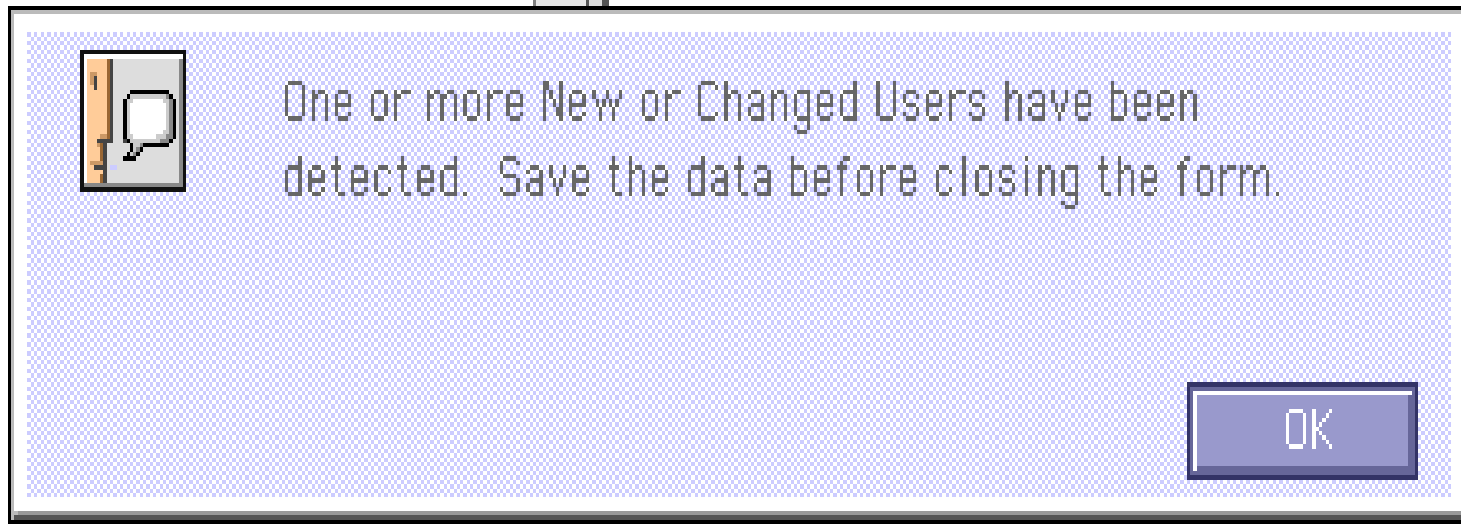
Screen Lock Quit Option: Allow quit with save

- Show Item Boxes
- Show Control Buttons
- Show Student Photos
- Show Data Exists in Enrollment
- Allow Multiple Logins
- User Record is a User Class
- User is a Security Officer
- Open First Editable Field
- Remember Last Entity

Desktop picture: No Desktop Picture Change Password

Close

SASI MODULES SETUP ATOM



❖ VERY IMPORTANT !

- n Must save user changes EVERY time in SMG module.

SASI MODULES SETUP ATOM

| | No User Class | AMG | ANITA | JOHNSONS | MALTARICH | SASI | ADMIN01 | CMPSMNTRS | OUN... |
|------------------------|---------------|-----|-------|----------|-----------|------|---------|-----------|--------|
| Folders & Atoms | Public | | | | | | | | |
| Student Info | Yes | Yes | | | | Yes | | No | |
| Attendance | Yes | Yes | | | | Yes | | No | |
| Basic Scheduling | Yes | Yes | | | | Yes | | No | |
| Discipline | Yes | Yes | | | | Yes | | No | |
| Health/Emergency | Yes | Yes | | | | Yes | | No | |
| Non-Student Info | Yes | Yes | | | | Yes | | No | |
| Test History | Yes | Yes | | | | Yes | | No | |
| File Management | Yes | Yes | | | | Yes | No | No | No |
| Utilities | Yes | Yes | | | | Yes | | No | No |
| System Setup | Yes | Yes | | | | Yes | No | No | No |
| Mass Scheduling | Yes | Yes | | | | Yes | | No | |
| Grade Reporting | Yes | Yes | | | | Yes | | No | |
| Elem Scheduling | No | | | | | Yes | | No | No |
| Teacher Leave | No | | | | | Yes | | No | No |
| Classroom | Yes | Yes | | | | Yes | | No | No |
| Special Ed | Yes | Yes | Yes | Yes | Yes | Yes | No | No | No |
| Schedule Pro | No | | | | | Yes | | No | No |
| ELA | No | | | | | Yes | | No | No |
| Rules Processing | No | | | | | Yes | | No | No |
| Activities Eligibility | Yes | Yes | | | | Yes | | No | No |

Update SASI Modules

Close

- ◆ PUBLIC COLUMN Most restrictive override
- ◆ Folder Level and Group Level

SMG SETUP ATOM

Folder – Atom - Group – Individual setting options

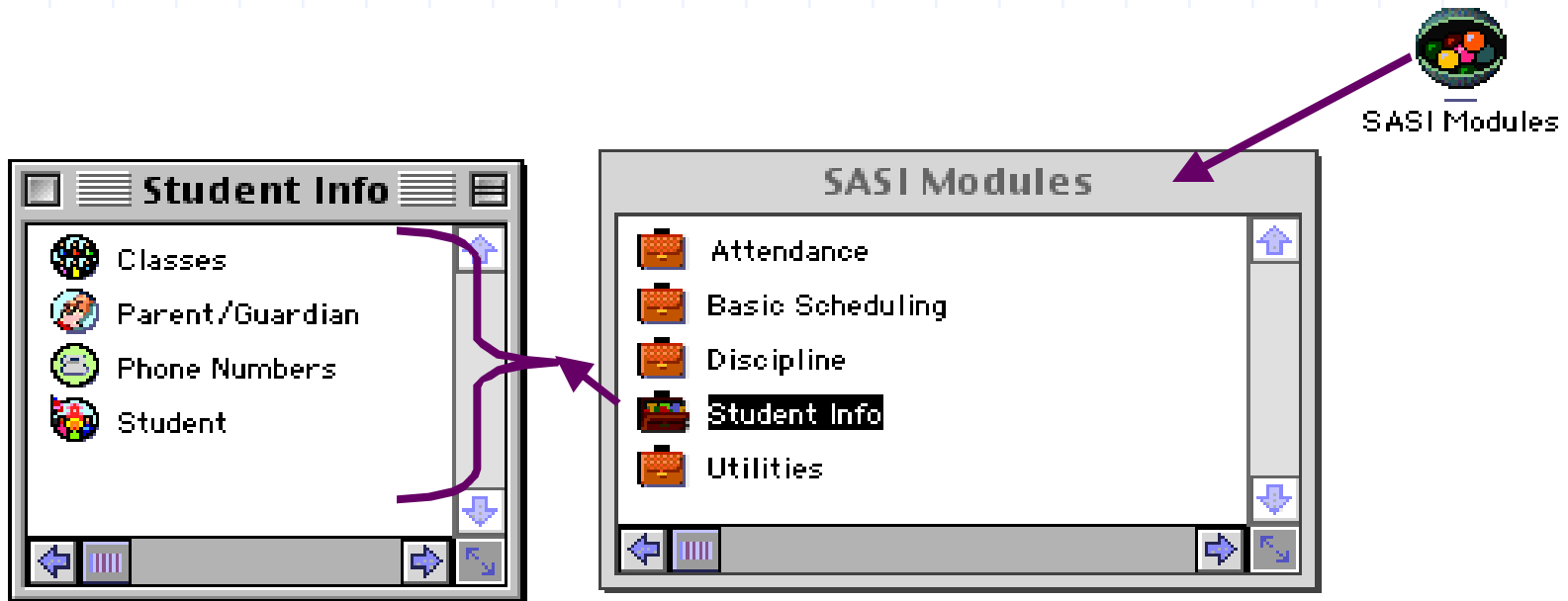
The screenshot shows the 'SASI Modules Setup' window. The table below represents the data visible in the window. Purple arrows point from a central octagon to various cells in the table, highlighting specific settings.

| Folder & Atoms | Public | CMPSMNTRS | ORTEGAK | RUTZT | WTECOX.I | COUNSELING | DISTREG | HEALTH | OFFIC |
|----------------------|--------|-----------|---------|-------|----------|------------|---------|--------|-------|
| Student Info | Yes | | | | No | | Yes | | |
| Student | | | | | Yes | | | | |
| Classes | | | | | Yes | | | | |
| Schedule Viewer | | | | | | | | | |
| Enrollment | | | | | | | | | |
| Student Data Entry | | | | | | | | | |
| Sibling | | | | | | | | | |
| Parent/Guardian | | | | | Yes | | | | |
| Student Groups | | | | | | | | | |
| Student Activities | | | | | | | | | |
| Student Distribution | | | | | | | | | |
| Phone Numbers | | | | | | | | | |
| Schools Attended | | | | | | | | | |
| Home Language | | | | | | | | | |
| Conference | | | | | | | | | |
| Fees | | | | | | | | | |
| GATE | | | | | | | | | |
| Student Serv Prg | | | | | | | | | |
| Attendance | Yes | | | | No | | Yes | | |
| Basic Scheduling | Yes | | | | No | | Yes | | |
| Discipline | Yes | | | | No | | No | No | No |

Update SASI Modules [v] [Close]

SMG –

limited folders & atoms results



❖ Said NO to whole FOLDER, but said YES to selected ATOMS

SASI MODULES SETUP ATOM

↳ Update SASI Modules

◆ Recreate SASI Modules for Selected Users

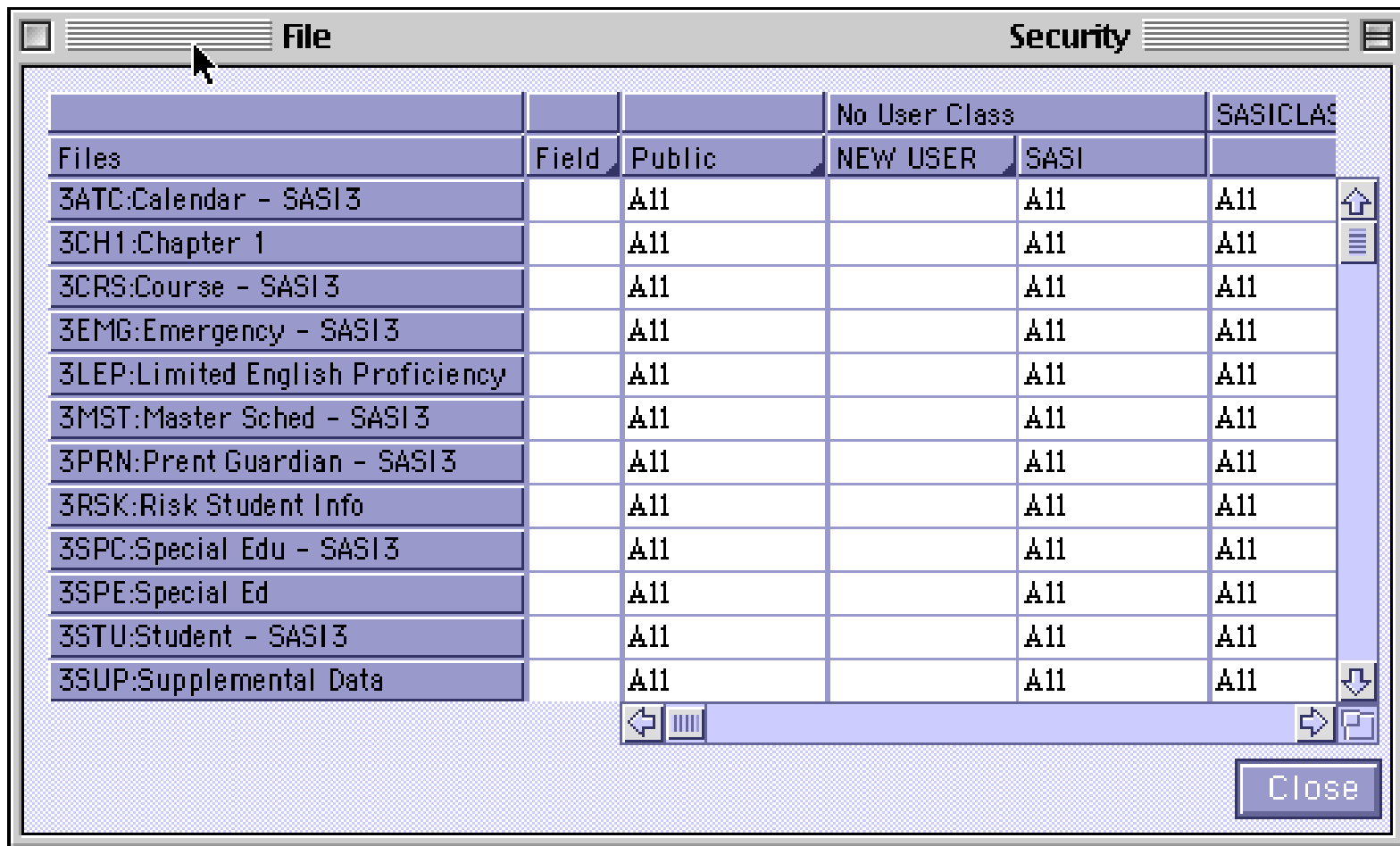
↳ **Recreate SASI Modules for All Users**

◆ Recreate Entire Desktop for Selected Users

✗ Recreate Entire desktop for All Users

SECURITY ATOM

File level (Atom)



The screenshot shows a window titled "Security" with a "File" menu. The main area contains a table with columns for "Field", "Public", "NEW USER", "SASI", and "SASICLAS". The table lists various files and their security settings. A "Close" button is visible in the bottom right corner.

| | | No User Class | SASICLAS | | |
|----------------------------------|-------|---------------|----------|------|----------|
| Files | Field | Public | NEW USER | SASI | SASICLAS |
| 3ATC:Calendar - SASI 3 | | A11 | | A11 | A11 |
| 3CH1:Chapter 1 | | A11 | | A11 | A11 |
| 3CRS:Course - SASI 3 | | A11 | | A11 | A11 |
| 3EMG:Emergency - SASI 3 | | A11 | | A11 | A11 |
| 3LEP:Limited English Proficiency | | A11 | | A11 | A11 |
| 3MST:Master Sched - SASI 3 | | A11 | | A11 | A11 |
| 3PRN:Prent Guardian - SASI 3 | | A11 | | A11 | A11 |
| 3RSK:Risk Student Info | | A11 | | A11 | A11 |
| 3SPC:Special Edu - SASI 3 | | A11 | | A11 | A11 |
| 3SPE:Special Ed | | A11 | | A11 | A11 |
| 3STU:Student - SASI 3 | | A11 | | A11 | A11 |
| 3SUP:Supplemental Data | | A11 | | A11 | A11 |

Security Defined?

◆ Security Levels

ÿ File Level = ATOMS
files have fields

ÿ Reverse of SMG setup:
IF file OFF, field cannot
override

ÿ Public column will
override all with most
severe case ... so if public
says "View Only" and file
says NO SEE, no see
wins

ÿ **All** - Users can use all options
available for working with files,
including creating and deleting files

ÿ **No See** - User cannot open the
atom that contains the information -
it also will not appear in a query list

ÿ **No Read** - User cannot open the
atom that contains the information -
it also will not appear in a query list

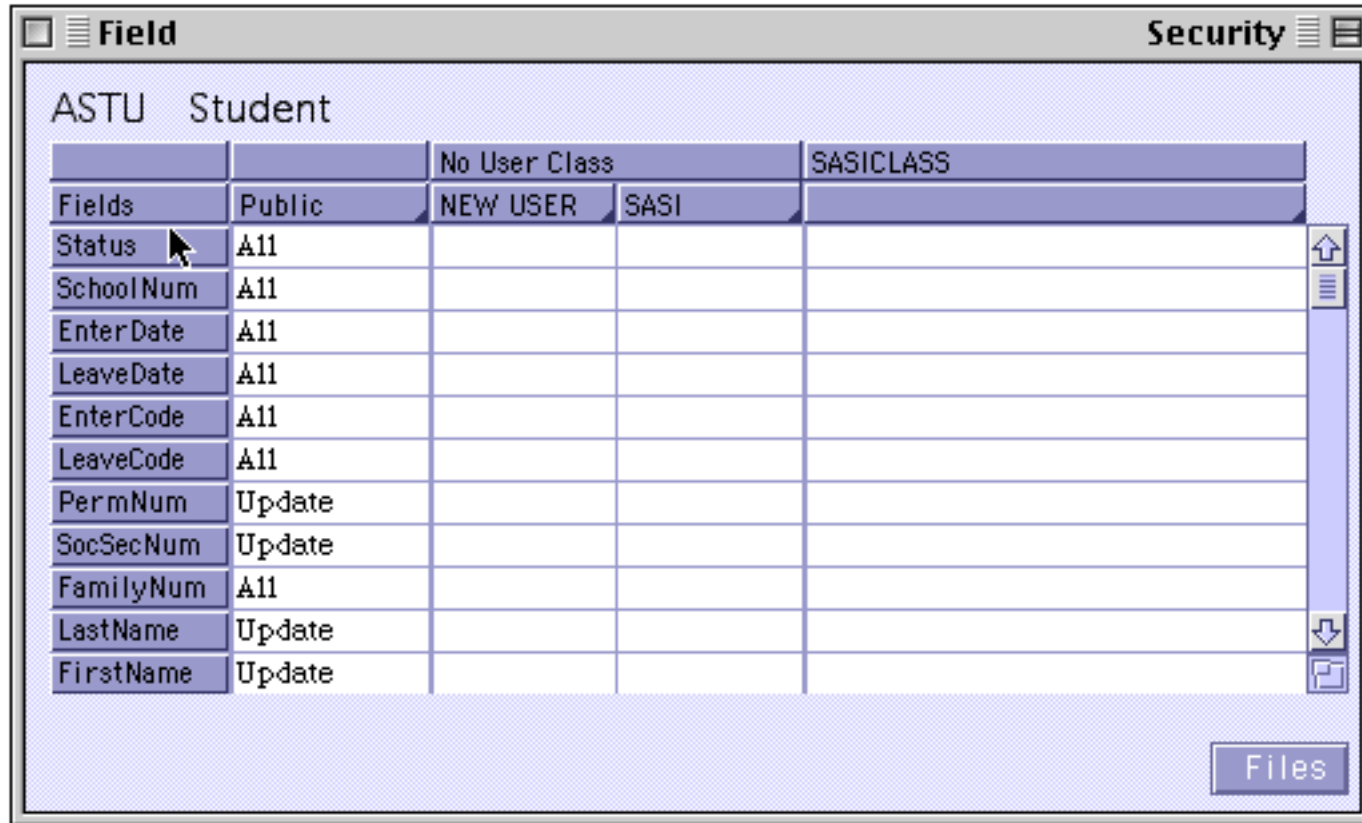
ÿ **View Only** - User can see data but
cannot change it

ÿ **Update** - User can open the atom
that contains the file, and add or
delete information

ÿ **Mass Update** - User can open the
atom that contains the file, and add
or delete information, they can also
mass change information at the file
level

SECURITY ATOM

Field Level = each data box on page

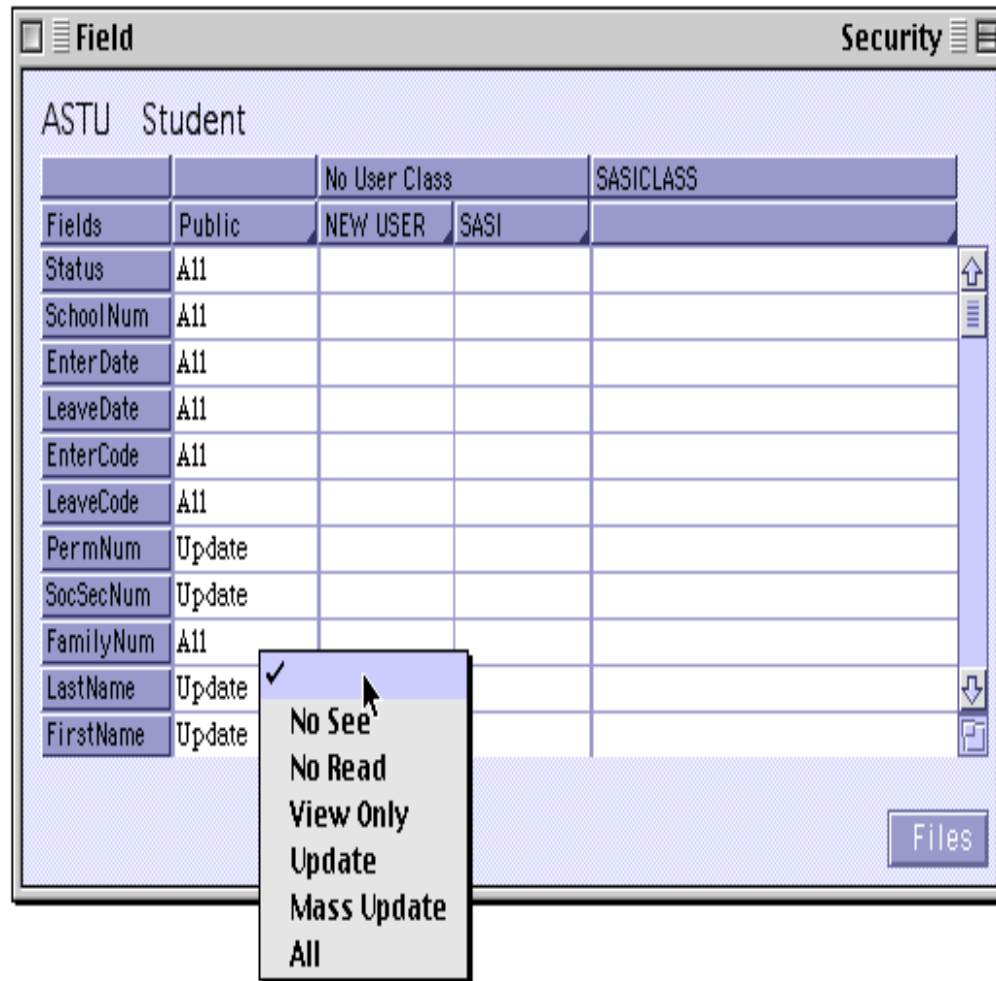


The screenshot shows a window titled 'Field' with a 'Security' menu. The window displays a table for 'ASTU Student' with columns for 'Public', 'NEW USER', 'SASI', and 'SASICLASS'. The 'Fields' column lists various attributes, and the 'Status' column shows their security levels. A 'Files' button is located at the bottom right.

| Fields | Public | NEW USER | SASI | SASICLASS |
|-----------|--------|----------|------|-----------|
| Status | A11 | | | |
| SchoolNum | A11 | | | |
| EnterDate | A11 | | | |
| LeaveDate | A11 | | | |
| EnterCode | A11 | | | |
| LeaveCode | A11 | | | |
| PermNum | Update | | | |
| SocSecNum | Update | | | |
| FamilyNum | A11 | | | |
| LastName | Update | | | |
| FirstName | Update | | | |

SECURITY ATOM

Field level choices Group or Individuals Settings



All -Users can use all options available for working with the selected field

ÿ **No See** - User cannot see that a field exists

ÿ **No Read** - User cannot see information contained in the field, however they can see that the field exists

ÿ **View Only** - User can see data but cannot change it

ÿ **Update** - User can update information

ÿ **Mass Update** - User has mass change ability to update information

Security Restrictions

Gilman, Stephanie L. **Student**

| Last Name | First Name | Middle Name | Gnrtn | Grd | Gen | Student ID |
|-----------|------------|-------------|-------|-----|-----|------------|
| Gilman | Stephanie | L. | | 12 | F | |

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Residence Address: 1991 Wildcat Reserve Pkwy, HIGHLANDS RANCH, CO

Parent/Guardian Name: Anita Gilman

Telephone: 303-555-9999

Birth Date: 08/01/84, Soc Sec No.: 123-45-6789, Eth: 5

Enter Date: 08/13/01, Code: E1, OrgEntDate: 07/05/96, Yr/Grad: 2002

Advsr # Name: 198 Abramson, Room #: , Couns # Name: 163 McMullen, ESL IS: , PC:

NO SEE (points to address fields)

UPDATE (points to parent name field)

NO READ (points to birth date field)

VIEW ONLY (points to advisor name field)

Navigation: [Left] [Search] [Right] [Close]

Security Open/All

All fields titled and defined by gray outline boxes

Gilman, Stephanie L. **Student**

| Last Name | First Name | Middle Name | Gnrtn | Grd | Gen | Student ID |
|-----------|------------|-------------|-------|-----|-----|------------|
| Gilman | Stephanie | L. | | 12 | F | 32449 |

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| Residence Address | City | St | Zip Code |
|---------------------------|-----------------|----|------------|
| 1991 Wildcat Reserve Pkwy | HIGHLANDS RANCH | CO | 80129-5443 |

| Parent/Guardian Name | Family ID |
|----------------------|-----------|
| Anita Gilman | |

| Telephone | UnL |
|--------------|-----|
| 303-555-9999 | |

| Birth Date | Soc Sec No. | Eth | ConcSch/ Home | Bus 1 | Bus 2 |
|------------|-------------|-----|---------------|-------|-------|
| 08/01/84 | 123-45-6789 | 5 | | | |

| Enter Date | Code | Leave Date | Code | OrgEntDate | Code | EntGrd | Yr/Grad |
|------------|------|------------|------|------------|------|--------|---------|
| 08/13/01 | E1 | | | 07/03/96 | | | 2002 |

| Advsr # | Name | Room # | Couns # | Name | ESL | IS |
|---------|----------|--------|---------|----------|-----|----|
| 198 | Abramson | | 163 | McMullen | | |

PC

Close

No See & No Read Compare

Gilman, Stephanie L. Student

| Last Name | First Name | Middle Name | Gnrtn | Grd | Gen | Student ID |
|-----------|------------|-------------|-------|-----|-----|------------|
| Gilman | Stephanie | Lynn | | 12 | F | 32449 |

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LA 3.2 LA 3.3 LA 3.4 LA 3.5 LA 3.6 LA 4.1 LA 4.2 LA 4.3 LA 4.4

MA 1.1 MA 1.2 MA 1.3 MA 1.4 MA 1.5 MA 1.6 MA 6.1 MA 6.2

Close

[Redacted] Student

| Last Name | First Name | Middle Name | Gnrtn | Grd | Gen | Student ID |
|------------|------------|-------------|-------|-----|-----|------------|
| [Redacted] | [Redacted] | Robert | | 09 | M | 42560 |

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LA LEV LA 3.1 LA 3.2 LA 3.3 LA 3.4 LA 3.5 LA 3.6 LA 4.1 LA 4.2 LA 4.3 LA 4.4 LA 4.5

08 ▼+ ▼+ ▼+ ▼+ ▼+ ▼+ ▼+ ▼+ ▼+ ▼+ ▼+ ▼

MA LEV MA 1.1 MA 1.2 MA 1.3 MA 1.4 MA 1.5 MA 1.6 MA 6.1 MA 6.2 MA 6.3 MA 6.4 MA 6.5

08 ▼+ ▼NP ▼NP ▼+ ▼NP ▼+ ▼+ ▼NP ▼NP ▼+ ▼

SS LEV SS 3.1 SS 3.2 SS 3.3 SS 6.1 SS 6.2 SS 6.3

08 ▼ ▼ ▼ ▼+ ▼+ ▼+ ▼

SC LEV SC 1.1 SC 1.2

08 ▼NP ▼NP ▼

Close

Restricted / Open Security

Gilman, Stephanie L. Student

| Last Name | First Name | Middle Name | Gnrtn | Grd | Gen | Student ID |
|-----------|------------|-------------|-------|-----|-----|------------|
| Gilman | Stephanie | Lynn | | 12 | F | 32449 |

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| County | Residence | Lives With | Youngest | POR |
|--------|---------------|-------------|----------|---------------|
| 0900 | Single Family | Both Parent | | Warranty Deed |

| User Code 6 | User Code 7 | User Code 8 | Tylenol | User Num 1 |
|-------------|-------------|-------------|---------|------------|
| | | | | |

| User Num 2 | User Num 3 | User Num 4 | User Num 5 |
|------------|------------|------------|------------|
| | | | |

| Alternate ID 1 | Alternate ID 2 | Disciplinary User Code |
|----------------|----------------|------------------------|
| | | |

Gifted & Talented

DrvTrnElig - Date

Close

Gilman, Stephanie L. Student

| Last Name | First Name | Middle Name | Gnrtn | Grd | Gen | Student ID |
|-----------|------------|-------------|-------|-----|-----|------------|
| Gilman | Stephanie | Lynn | | 12 | F | 32449 |

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| County | Residence | Lives With | Youngest | POR |
|---------|---------------|-------------|----------|---------------|
| Douglas | Single Family | Both Parent | | Warranty Deed |

| User Code 6 | User Code 7 | User Code 8 | Tylenol | User Num 1 |
|-------------|-------------|-------------|---------|------------|
| | | | | |

| User Num 2 | User Num 3 | User Num 4 | User Num 5 | Meals |
|------------|------------|------------|------------|-------|
| | 135.00 | | | |

| Alternate ID 1 | Alternate ID 2 | Disciplinary User Code |
|----------------|----------------|------------------------|
| | | |

ESL

ILP

504

Gifted & Talented

DrvTrnElig - Date

No Auto Dial

Close

Review: Rules of Thumb

- ◆ GROUP staff by activities of similar nature
- ◆ LIMIT ACCESS: If they can't see it, they can't* get to it, or know they are missing it.
- ◆ Eliminate Opportunity
- ◆ Tighten down/Open up where necessary.
 - n Get Administrative advice/approval if in question
 - n Determine use and “culture” of school
 - n Start slowly - don't take security privileges away until it is determined there is a reason to do so - this will save unnecessary “brain damage” for security officers

≠ *The VERY persistent may find a way...

“HOW TO” REFERENCES

◆ NCS manuals

- n On-Line Documentation (from within SASI)

- n *.pdf files: SASIxp|Docs|Documentation files

◆ DCSD SASI tech web site

- n <http://www.dcsd.k12.co.us/district/its/sasi/index.html>

◆ This presentation handout