

# Alpine School District Novell Directory Services Policy

Novell Directory Services (NDS) stores and provides information that is essential to the communication of the district and its employees, students and patrons. Standards must be set to ensure that our directory will continue to function as a reliable, accurate and secure service.

## 1 The Tree Structure

- 1.1 The tree will be structured in a consistent manner among schools and departments (See Appendix)...**Ben, let's do an example of the tree.**
  - 1.1.1 Schools
    - 1.1.1.1 Have a context named by their acronym under either the HS, JH or Elem context.
    - 1.1.1.2 Have Staff and Student contexts directly under which exist all the user accounts for that school.
    - 1.1.1.3 A Services container will exist under the root that will hold the servers, print queues, groups and other school-specific objects.
    - 1.1.1.4 Groups and distribution lists will exist either under services or in a separate Groups context under the school's root context.
  - 1.1.2 Departments
    - 1.1.2.1 Have a context under ADM under which all user accounts will exist.
- 1.2 Any trees installed outside of ASD must be cleared through the Technology Department. Admin access will be given to Technology.
- 1.3 Any school installing a product that affects the root of the tree must be cleared through the technology department
- 1.4 Partitioning: Each partition will have 2 backup partitions.
- 1.5 Any server inserted into the tree must be cleared through the Technology Department.

## 2 User Accounts and Rights

- 2.1 User Rights - A user's rights, roles and group membership must reflect the corresponding rights and duties of that employee. Users may have trustee rights below their department / location's context, but not at or above it.
  - 2.1.1 Directory Administrators: The user accounts that have trustee rights of the directory's root organization (ASD) will be limited to the WAN Coordinators and the Technology Coordinator.
  - 2.1.2 On-Site Technicians: On-Site Technicians will not have trustee rights above to the Services contexts of the departments or schools that they have been assigned to, but not above that. **The Technology Department will ensure there is a means to perform necessary job functions (Console One, the web, etc..).**
- 2.2 Appropriate and timely action will be taken on the accounts of employees that have entered or left the District.
  - 2.2.1 Entering: An automated process will create the account and necessary rights when the employee is hired. In the absence of this process, the account should be created as soon as the location or department has notified Technology (via email, webpage?)

- 2.2.2 Leaving: Accounts will be moved and rights changed for 30 days upon leaving the district after which the accounts will be disabled for 90 days and afterwards maybe deleted.
- 2.3 User templates and group memberships will be used and assigned upon user creation, and annual review of group memberships and attributes will be required. **User templates will be created by each school but will follow standards set by the Technology Department.**
- 2.4 Staff User accounts
  - 2.4.1 Will be named by using a unique combination of the employee's initials, first and last names.
  - 2.4.2 See Mike's standard here
- 2.5 Students user accounts will use the student id. and will not hold the students name. (Find out what we can do here)

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