

LEVITTOWN UNION FREE SCHOOL DISTRICT
IT Audit Corrective Action Plan

Title: Levittown Union Free School District- Information Technology
Report Number: 2025M – 145

June 2026

Response to New York State Office of the State Comptroller Audit
Information Technology 2025M-145

The Board of Education of the Levittown Union Free School District has reviewed the findings and recommendations contained in the New York State Office of the State Comptroller's Information Technology Audit Report. The Board and District Administration have developed the following Corrective Action Plan pursuant to General Municipal Law Section 35.

FINDING 1: District officials did not ensure all nonstudent network user accounts were necessary, and administrative user accounts were properly managed.

RECOMMENDATIONS:

Amend the policy for nonstudent network accounts to require the use of dedicated administrative accounts for users who need elevated privileges. The policy should also state that all general computing activities should be performed using lesser-privileged network user accounts.

District Corrective Action Plan:

- The District will amend the aforementioned policy to require the use of dedicated administrative accounts for users needing elevated privileges and require that general computing activities (i.e. email, internet access, etc.) be performed using lesser-privileged accounts.
- **Responsible Party:** Board of Education
- **Completion date:** 6/30/2027

Ensure written procedures are developed to require the HR Department to notify the IT Department before or on the same day an employee separates from service with the District.

District Corrective Action Plan:

- The District will develop written procedures regarding employee separation and network account access to ensure accounts are deactivated without delay.
- **Responsible Party:** HR/IT
- **Completion date:** 6/30/2027

Ensure written procedures are developed for departments that hire contractors who require network user accounts. The procedures should include notifying the IT Department of the contracted start and

end dates, as well as prompt notification of the actual day the individual leaves the District to ensure that network user accounts are disabled in a timely manner.

District Corrective Action Plan:

- The District will develop written procedures regarding contractors/consultants that require accounts and network access. The procedures will include notifying the IT Department of access needs, start and end dates, and prompt notification upon separation from the District.
- **Responsible Party:** IT Director
- **Completion date:** 6/30/2027

FINDING 2: District officials did not have a policy or written patch management procedures to require computers be updated in a timely manner.

RECOMMENDATIONS:

Establish a policy to require that patches be installed on devices within a defined number of days of released updates and aligns with industry best practices.

District Corrective Action Plan:

- The District will establish a written policy regarding the patching of devices including the defined number of days patches are deployed after their release date.
- **Responsible Party:** Board of Education
- **Completion date:** 6/30/2027

Develop and document procedures for how the IT Department will ensure updates are installed within a defined period of time, identify who is responsible for applying updates, and outline how computers should be regularly monitored to ensure updates are applied successfully.

District Corrective Action Plan:

- The District will create procedures detailing the update process including defined time periods, responsible parties, and monitoring to ensure updates are successfully deployed.
- **Responsible Party:** IT Director
- **Completion date:** 6/30/2027

Certification

The Board of Education and District Administration are committed to maintaining sound financial management practices, improving transparency, and ensuring compliance with applicable laws, regulations and Board policies. The District will continue to monitor implementation of the

corrective actions described above and will report progress as required by the Office of the State Comptroller.

Submitted on behalf of the Board of Education of the Levittown Union Free School District.

Signed:


Name

7/08/2026
Date