

System Security Setting Checklist for WebSAMS

(in English version only)

Note: This checklist is for schools' regular checking of their WebSAMS system security settings to ensure system and data safety. Schools are recommended to conduct the checking on a regular basis as well as a need basis (e.g. on a half-yearly basis and/or after a change of key supporting staff). Schools are NOT required to submit this checklist to the EDB and they are advised to properly keep the completed checklist for record purpose.

School Year: _____

Month: _____

<u>Item No.</u>	<u>Checking Items</u>	<u>Checking Results</u>
1 WebSAMS Server and Application		
1.1	IP Addresses of ALL Network Cards in WebSAMS Server <i>(All IP addresses must be under WebSAMS subnet ONLY)</i>	_____ <input type="checkbox"/> Yes <input type="checkbox"/> No
1.2	IP Address of Default Network Gateway of WebSAMS Server <i>(It must be the IP Address of WebSAMS Router)</i>	_____ <input type="checkbox"/> Yes <input type="checkbox"/> No
1.3	Regular change of all Login Passwords of Windows Server and WebSAMS Application School's default setting in Security Module to prompt for a change of passwords: _____ days	_____ <input type="checkbox"/> Yes <input type="checkbox"/> No
1.4	Disable / delete all unused Login Accounts of Windows Server and WebSAMS Application	_____ <input type="checkbox"/> Yes <input type="checkbox"/> No
1.5	Only the following software is installed in WebSAMS server: <ul style="list-style-type: none"> • Apache • Wildfly • JRE • Sybase SQL Anywhere 16 • Crystal Server 2013 • Anti-Virus Software • Backup Software 	_____ <input type="checkbox"/> Yes <input type="checkbox"/> No
1.6	Anti-Virus Software <ul style="list-style-type: none"> • Real-time Protection is enabled • Auto-update of virus definition is enabled; and Last Update Date of virus definition: _____ 	_____ <input type="checkbox"/> Yes <input type="checkbox"/> No _____ <input type="checkbox"/> Yes <input type="checkbox"/> No
1.7	Backup Software <ul style="list-style-type: none"> • Regular Backup Job is scheduled • Encryption of Backup Image is enabled; and Last Successful Backup Date: _____ 	_____ <input type="checkbox"/> Yes <input type="checkbox"/> No _____ <input type="checkbox"/> Yes <input type="checkbox"/> No
1.8	Review OS Hardening Setting <i>(Please refer to Appendix 7 of "Doc 33 - Installation Guidelines for WebSAMS 3.0")</i> <ul style="list-style-type: none"> • Local Security Policy is set • Remote Desktop should be disabled • Screen Saver Timeout is enabled • with displaying Logon Screen on resume • Windows Firewall is enabled 	_____ <input type="checkbox"/> Yes <input type="checkbox"/> No _____ <input type="checkbox"/> Yes <input type="checkbox"/> No _____ <input type="checkbox"/> Yes <input type="checkbox"/> No _____ <input type="checkbox"/> Yes <input type="checkbox"/> No

<u>Item No.</u>	<u>Checking Items</u>	<u>Checking Results</u>	
1.9	Latest security patch of Windows Server is applied	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2 HTTP Server			
2.1	IP Address of HTTP Server <i>(Please type command “grepconfig” and then refer to item (2) in the displayed configuration list)</i>	<hr/>	
2.2	Environment of the HTTP Server <ul style="list-style-type: none"> • HTTP Server and WebSAMS Server are connected in different subnets. 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<ul style="list-style-type: none"> • The command “startsp” can complete successfully. <i>(Please refer to Section 8.7.2 of “Doc 33 - Installation Guidelines for WebSAMS 3.0”)</i> 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.3	Anti-Virus Software of the HTTP Server <ul style="list-style-type: none"> • “Real-time Scan” is enabled <i>(Please refer to Section 8.7.2 – 2c of “Doc 33 - Installation Guidelines for WebSAMS 3.0”)</i> • The software license is active <i>(Please refer to Section 8.7.1 - 2d of “Doc 33 - Installation Guidelines for WebSAMS 3.0”)</i> • “Scheduled Update” is enabled; and Last Update Date of Virus Pattern: <i>(Please refer to Section 8.7.1 – 2e of “Doc 33 - Installation Guidelines for WebSAMS 3.0”)</i> 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
3 WebSAMS Router and School Internet Gateway			
3.1	Configurations of WebSAMS Router and School Internet Gateway follows the document of “ Doc 36 - Rules for Configuration of WebSAMS Router and Internet Gateway ”	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4 WebSAMS Workstation			
4.1	Screen Saver Timeout is enabled with displaying Logon Screen on resume	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.2	Anti-Virus Software <ul style="list-style-type: none"> • Real-time Protection is enabled • Auto-update of virus definition is enabled; and Last Update Date of virus definition: 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
5 IT in ED Workstation (if accessing WebSAMS)			
5.1	Accessing WebSAMS Website with one ITED workstation, “https” is enabled	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.2	Screen Saver Timeout is enabled with displaying Logon Screen on resume	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.3	Anti-Virus Software <ul style="list-style-type: none"> • Real-time Protection is enabled • Auto-update of virus definition is enabled; and Last Update Date of virus definition: 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Checking conducted by:		Confirmed completion by:	
Signature:		Signature:	
Name of Technical Staff/ Teacher*:		Name of School Head/ Teacher-in-charge*:	
Date:		Date:	

*Please delete as appropriate

Note: The above checking items are designed to facilitate schools to check if their system security settings have met the basic requirements as recommended in the “[WebSAMS Security Guide and Recommended Practices](#)”. For technical support, please contact WebSAMS Helpdesk at 31258510. For other enquiries, please contact your [School Liaison Officer of our WebSAMS Team](#).