

Technical Infrastructure Protection Policy

PURPOSE

The purpose of this policy is to establish the guidelines for the privacy, safety and security of data contained within the institution network, reliability of equipment, and backup systems.

RESPONSIBLE AUTHORITY

Operations Director

INSTITUTIONS PERSONNEL THAT FOLLOW-IMPLEMENT THIS POLICY

The implementation of this policy is delegates to the Operations Director.

APPLICABILITY

This policy applies to all technical equipment, applications and software utilized by school personnel.

POLICY

1. Password Policy
2. Remote Access Policy
3. Equipment and Media Disposal
4. Confidentiality
5. Backup Systems
6. Maintenance

1 - Password Policy

All school computers are password protected. School personnel are not to leave computers unattended without locking the computer screen.

2 - Remote Access Policy

The campus management systems SMART and FAME is available for administrative personnel remotely through a secure login and password. Also, Dropbox used for cloud storage of electronic documents is password protected.

3 - Equipment and Media Disposal Policy

Administrative electronic information is maintained by our campus management systems SMART and FAME. Disposal of any electronic device is approved by the School President only when confirmation all data has been permanently deleted and not able to be restored.

4 - Confidentiality

The information contained in the administrative system at our institution is confidential and is not publicly available. All administrative personnel and faculty sign a confidentiality form at time of employment that prevents from the discrimination of students or school information.

5 - Back Up

Backups of electronic data are managed directly by SMART, FAME, and Dropbox. These systems also provide security of stored data and recovery systems.

Maintenance

Our computers, internet, printers any technology related to the school are maintained by a reliable, experienced, and trusted family member. The school printer is under contract for service and replacement.

EQUIPMENT, REPAIR AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this policy is a responsibility of the School President who coordinates any repairs, purchases or updates required. Such requests are to be made directly to the School President, who will attend to each accordingly. Expenses for equipment, repair, maintenance, and replacement are included in the budget allocated to Information Technology.

BUDGET

The budget necessary for the implementation of this policy is allocated under the line item "Information Technology" each January as part of the school's projected budget for the year. Revisions to the budget are to be approved by the School President and Financial Director.

EVALUATION

This policy is annually evaluated by means of a survey collected from:

- Students and Graduates
- Schools Administrative and academic personnel
- Institutional and Occupational Advisory Committee members

Assessment Presentation

This policy's effectiveness is evaluated based on the survey reports and any additional comments submitted at the following meetings:

- Annually at the first Strategic Meeting
- Annually at the Staff and Operations Meeting
- Annually at the Institutional Advisory Committee Meeting

An electronic copy of the evaluated documentation is to be file along with the typed minutes of the meeting.

REVISIONS

Revisions to this policy are to be approved at one of the school's strategic meetings. Personnel is informed of revisions via email. Revisions are published at the school's Policies and Procedures Manual.

POLICY AVAILABILITY

Policies and procedures are available for review by administrative staff, faculty, students, and advisory committee members in the Policies and Procedures Manual available at the Administrative Office during normal business hours. This policy is also available of the school's website under "About Us". School personnel and advisory members receive an email every January with access to the revised digital version of the school's Policies and Procedures Manual to be in effect for the year.