

**Adult & Community Education, Columbus City Schools  
Protection of the Institution's Technical Infrastructure Plan  
Council on Occupational Education, Standard 6**

**Objective**

To provide and utilize a plan to protect the institution's technical infrastructure to ensure privacy, safety, and security of data used by the institution, as well as maintain network reliability

**Purpose**

This plan will help ensure that Adult & Community Education (ACE), Columbus City Schools (CCS) identifies responsible person(s) to implement a plan to protect the institution's technical infrastructure and ensure privacy, safety, security, and reliability for staff, faculty, and student, per Columbus City Schools Board of Education policy described in this plan.

**Council on Occupational Education Standard**

This plan helps meet criteria for COE Standard 6, Objectives 6-3 and 6-4.

**Implementation of Protection of the Institution's Technical Infrastructure Plan**

The Director of Adult Education and the IT staff member are responsible for implementation of the Protection of the Institution's Technical Infrastructure Plan.

**Strategies Used to Facilitate the Protection of the Institution's Technical Infrastructure Plan**

- **Privacy, Safety, and Security of Data Contained within Institutional Networks**

Data privacy, safety, and security within institutional networks is managed by the CCS IT staff member who is responsible for setting up hardware and software for new staff and faculty and ensures proper protocols that reflect the district's technology policy are followed. Technology problems are resolved by way of the district's formal request for service process used by staff and faculty who submit their request to the IT department, which then logs the request and dispatches either remote or face-to-face support provided by the ACE IT staff member.

A statement on the acceptable use of technology is provided in the staff and student handbooks.

- **Ensures computer system and network reliability whether provided directly by the Institution or through contractual arrangement.**

Reliability is an attribute of any computer-related component that consistently performs according to its specifications. The district has purchased network security and privacy liability insurance policies to protect the district's information technology network and financial resources. The policies protect the district from costs of investigating and addressing liability resulting from potential or affirmed data breaches or ransomware attacks.

- **Ensures emergency backups for all technical services whether provided directly by the Institution or through contractual arrangements.**

The district has purchased backup software from Veritas Enterprise to protect all internally-housed data in the district. License support, maintenance, and escalation support service is included in the cost. Veritas Enterprise used CDW-G for license administration.

- **Preserves and protects student coursework, testing, and records by way of storage devices, duplicate physical or digital records, security files, or other measures that ensure both the preservation and security of the records from fire, theft, vandalism, and other adverse actions.** Digital student records are maintained in the district's cloud-based technology infrastructure (Infinite Campus). Duplicate physical records with limited staff and faculty access are maintained in a secure file in the Practical Nursing Administrator's office and the Records Room. Duplicate student transcripts are also saved on a USB drive kept in a locked safe.

### **Annual Plan Evaluation**

The Protection of the Institution's Technical Infrastructure Plan will be reviewed no less than annually by the Director of Adult Education and revised as necessary.