

PROTECTION OF TECHNICAL INFRASTRUCTURE PLAN

Objectives:

The Fayette Institute of Technology is dedicated to the protection of private information and safety and security of data relating to faculty, staff, and students.

Plan:

It is the plan of The Fayette Institute of Technology to support secure network systems, processes, and procedures, and to protect all personally identifiable or confidential information that is stored, on paper or digitally, in facilities or on servers, computers and networks. This plan supports efforts to mitigate threats that may cause harm to the district, its students, or its employees.

Human error, hardware malfunction, natural disaster, security breach, etc. can cause data loss or compromises to the technical infrastructure. The Fayette Institute of Technology supports the development and implementation of, and ongoing improvements for, a robust security system of hardware and software that is designed to protect data, users, and electronic assets.

Only authorized personnel have access to the network and accounts are password protected. All persons who are granted access to the network and other technology resources are expected to be careful and aware of suspicious communications and unauthorized use of devices on the network. When an employee or other user becomes aware of suspicious activity, he/she is to immediately contact the Technology Department with relevant information.

The importance of network security and best practices are addressed to faculty during professional development and to students via orientation. The Fayette Institute of Technology abides by the guidelines set forth by the Fayette County Board of Education and the West Virginia Department of Education. The Fayette County School's Technology Department maintains and upgrades the technical infrastructure.

The Fayette Institute of Technology fully complies with all federal and state privacy and data governance laws, including: The Family Educational Rights and Privacy Act, 20 U.S. Code §1232g and 34 CFR Part 99 (FERPA), and the Governmental Records and Management Act U.C.A. §62G-2 (GRAMA).

The West Virginia Department of Education has created an electronic database (ACE Dashboard) for the adult education programs. All adult information including enrollment data, grades and tuition are maintained on the WVDE ACE Dashboard server. All WVDE databases including the ACE Dashboard are backed up hourly, by Edvantage Solutions.

Security breaches of confidential data is governed by WV Code 46A-2A-101, and 46A-2A-102, and shall follow policies defined in the Policy Manual, section 8351 – Security Breach of Confidential Databases.

Review / Evaluation / Revision

The Protection of Technical Infrastructure Plan is reviewed and evaluated annually and updated as necessary. Basic information is available to the administration, faculty, staff and students, upon request.