PROTECTION OF TECHNICAL INFRASTRUCTURE PLAN

Objectives:

Carver Career and Technical Education Center's (CCTEC) goal is to protect the privacy, safety and security of data relating to all faculty, students and staff.

Plan:

It is the plan of Kanawha County Schools (KCS) and CCTEC 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.

Data loss or compromises can be caused by human error, hardware malfunction, natural disaster, security breach, etc., and may not be completely preventable.

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 KCS Technology Department with relevant information.

It is the plan of CCTEC to fully conform 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).

Professional development for staff and students regarding the importance of network security and best practices are mandated by KCS. CCTEC and KCS 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.

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, faulty, staff and students, upon request.