



## Technical Infrastructure Plan

### **Objectives:**

Boone Career and Technical Center's goal is to protect the privacy, safety, and security of data relating to all faculty, students, and staff.

### **Scope of Services:**

Boone Career and Technical Center provides secure network systems, processes, and procedures, and protects 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. However, Boone County Schools has taken measures protect the privacy, safety, and security of data relating to students and staff members. 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 alert for 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.

Boone Career and Technical Center 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).

### **Budgetary Resources:**

The budgetary resources for technical infrastructure maintenance and security are administered by Boone County Schools and the West Virginia Department of Education. The BCTC administrator/director communicates needs and promptly alerts the Boone County Schools superintendent and information technology director to any security, privacy, or safety concerns.

### **Major Activities:**

Staff and students receive instruction on the importance of network security and best practices when they enter each program. The procedures associated with this plan are consistent with guidelines provided by the West Virginia Department of Education.



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

The Boone County Schools director of technology personnel monitor the privacy, safety, and security of data and take measures to correct any breaches promptly. Security breaches of confidential data are 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 will be reviewed and evaluated annually by the administration and postsecondary education staff members and updated as necessary. Basic information is available to the administration, faculty, staff, and students upon request.