

## **PROTECTION OF THE INSTITUTION'S TECHNICAL INFRASTRUCTURE PLAN:**

COE Standard 6

Updated: November 2020/DPW

### **GOALS AND OBJECTIVES:**

Ben Franklin Career Center's goal is to ensure the safety, protection, and security of all information maintained either on paper or digitally relating to staff, faculty, and students. We strive to ensure total compliance with all federal and state privacy and data governance laws; including, but not limited to The Family Educational Rights and Privacy Act, 20 United States' Code 1232g and 34 CFR Part 99 (FERPA), and the Governmental Records and Management Act U.C.A. 62G-2 (GRAMA).

### **PLAN AND PROCEDURES:**

Our building, county, and state education systems are all interlinked and strive to maintain and support secure network systems, processes, and procedures designed to protect all confidential information that is stored in our facilities or on computers, servers, and networks. All possible efforts are in place to mitigate any threats that may cause harm to our staff, faculty, or students. Data compromises or loss can be caused by human error, hardware malfunction, natural disaster, security breach, etc., and therefore, may not be completely preventable. Security breaches of confidential data is governed by West Virginia Code 46A-2A-101 and 46A-2A-102, and shall follow policies defined in the Policy Manual, Section 8351: Security Breach of Confidential Databases.

Staff training is ongoing at all levels of data access, maintenance, and security to prevent compromises or loss. All persons granted access to the network or other institutional technology resources are limited to using those resources for appropriate educational purposes and to be aware of any suspicious communications and unauthorized use of devices on the network. Faculty, students and staff are all required to sign an Acceptable Use Policy prior to being granted access to any technology resources. Users are also to immediately report any suspicious activity to their instructor or immediate supervisor. All user guidelines are consistent with those provided by cyber security professionals worldwide and in accordance with the West Virginia Department of Education.

Systems are continuously monitored for issues. Local, county, and state systems are thoroughly maintained and updated on a regular basis to prevent security breaches or information loss. The West Virginia Department of Education has created an electronic database (Advanced Career Education (ACE) Dashboard) for all adult education programs. Enrollment data, grades, etc. are maintained on this system. These systems are backed up on an hourly basis year round.

Ben Franklin Career Center maintains an electronic storage system through Kanawha County Schools for all Adult student records. Paper copies of files are securely

maintained in the facility from one accreditation period to the next. Once the six year window has elapsed, all scanned paper documents are shredded.

**AVAILABILITY OF THE PLAN TO EMPLOYEES AND STUDENTS:**

The Protection of the Institution's Technical Infrastructure Plan is available to administration, faculty, staff, students, and other interested parties upon request. It is posted in our main office.

**ANNUAL EVALUATION OF THE PLAN:**

The Protection of the Institution's Technical Infrastructure Plan is reviewed and updated (if needed) annually by our faculty and staff.