TECHNICAL INFRASTRUCTURE PROTECTION POLICY

PURPOSE
This policy has been implemented to ensure ICR Florida Education's plan to establish the guidelines for the privacy, safety, and security of data contained within the institution's network, the reliability of equipment, and the process of backup systems.

RESPONSIBLE AUTHORITY
The responsibility for this policy is vested in the School President.

IMPLEMENTATION
The implementation of this policy is delegated to the School President.

APPLICABILITY
This policy applies to all technical equipment, applications, and software utilized by school personnel.

EFFECTIVE DATE
October 1, 2021

POLICY

1. Password Policy
2. Remote Access Policy
3. Equipment and Media Disposal
4. Confidentiality
5. Backup Processes
6. Maintenance

1 - Password Policy
  All school computers are password protected. School personnel are not to leave computers unattended without locking the computer screen.

2 - Remote Access Policy
  Google Drive is used for cloud storage of electronic documents. The application is password protected and offers data security, encryption, automated backup system, and disaster recovery.

3 - Equipment and Media Disposal Policy
  Electronic information is maintained in the local school administrative computers and Google drive. Disposal of any electronic device is approved by the School President only when confirmation all data has been permanently deleted and not able to be restored.

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4 - <u>Confidentiality</u>
  The information contained in the administrative computers at our institution is confidential and is not publicly available. ICR Florida Education personnel receive an orientation and sign a confidentiality form at the time of employment that informs of the confidentiality of students and school information.

5 - <u>Backup Processes</u>
  Backups of electronic data are managed by the School President via Google Drive, using backup and recovery functions provided by Google Drive.

6 - <u>Maintenance</u>
  ICR Florida Education computers, internet, printers and any technology related to the school are maintained by the School President. The school printer is under contract for service and replacement.

EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS
The equipment necessary for the implementation of this policy is the responsibility of the School President, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the School President via email, who will follow up accordingly.

BUDGET
The funding necessary for the implementation of this policy is allocated in the school's annual operating budget under the line item "Information Technology." Revisions to funding require approval by the President and Financial Director.

EVALUATION
This policy is annually evaluated by means of surveys collected from:

- Students and Graduates
- Schools Administrative and Academic Personnel
- Institutional and Occupational Advisory Committee members

<u>Assessment Presentation</u>
This policy's effectiveness is evaluated based on the survey reports and any additional comments submitted at the following meetings:

- Annually at the first Strategic Meeting
- Annually at the Staff Meeting
- Annually at the Institutional Advisory Committee Meeting

An electronic copy of the evaluated documentation is to be filed along with the typed minutes of the meeting.

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REVISIONS
Revisions to this policy are to be approved at one of the school's strategic meetings. Personnel is informed of revisions via email. Revisions are published in the school's Policies and Procedures Manual.

POLICY AVAILABILITY
Policies and procedures are available for review by administrative staff, faculty, students, and advisory committee members in the Policies and Procedures Manual available at the Administrative Office during regular business hours. School personnel receive access to the school's Policies and Procedures Manual electronic version during their new employee orientation. This policy is also published on the school's public website.

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