

Dexter Schools - Data Security

Backup Policies and Procedures

Policy:

It is the policy of Dexter Schools to implement backup procedures in order to protect the confidentiality, integrity, and availability of the electronic systems and data at our district.

1. Purpose

To provide a regular and orderly system of computer information backup to recover in case of possible computer disaster at the Dexter School District.

2. Policy

Dexter Technology Department personnel shall perform a regular and orderly backup of all computer information systems. These systems are to include student information system, financial information system, and other files stored on the district computer network. These backups will include daily backups of new or changed information, and regular total system backups. Information Technology personnel will also provide for storage of the computer backup media at a separate location.

3. Procedures

3.1. Dexter Technology personnel will perform daily backups of all changed data on the student information system, financial information system, and other computer files stored on the district computer network. Dexter Technology personnel will not be responsible for backup of information on hard drives of individual user's workstations.

3.2. Dexter Technology personnel will perform weekly total system backups of the student information system, financial information system, and other computer files stored on the district computer network. This backup is to include all data files, program files, and system files.

3.3. Backup tapes will be rotated so that new backups will never overlay the next most recent backup of the same files.

3.4. Offsite storage will be provided by Dexter Technology personnel for at least one week's worth of backup tapes. This offsite will be located in close proximity to the Central Office.

3.5. Dexter School employees are encouraged to save all electronic files to a net work shared folder or network home folder.

4. Critical Servers to be backed up.

5. Viper 1 on FILE Server

- 5.1. B2D – Backup to Disk on Storage server
- 5.2. Monthly – Visions, JMAC, Horizons, Scholastic (Read 180)
- 5.3. Data that must be backed up daily and retained for 1 year – Visions, JMAC, Horizons, Scholastic (Read 180) Accelerated Reader Database.

6. Viper 2 on Apps Server

- 6.1. FULL Weekly backups of Applications, Data files and System Files for all critical servers

7. IBM Total Storage on CO-FILE Server

- 7.1. FULL Daily and DIFFERENTIAL Weekly backups of Applications, Data Files and System Files for all critical servers.

8. Dexter School District Server Room Security

- 8.1. The server room located in the Central Office is the central hub for district network system distribution.
- 8.2. Dexter Technology personnel are responsible for assuring the temperature is maintained at +/- 70 degrees.
- 8.3. Server room temperature monitoring system will alert when server room temperatures rise above 78 degrees.
 - 8.3.1. First Responder – Technology Coordinator
 - 8.3.2. Second Responder – Closest Technician
 - 8.3.3. Procedure should be established to test temperature alerts once every six months.
- 8.4. Fire extinguisher should be kept inside the server room door.

- 8.5. Server room will be kept clean and free from dust, lint and excessive storage items.
- 8.6. Server room will be kept closed at all times maintaining the integrity of the temperature monitoring system.
- 8.7. Server room will be locked during evening, weekend, and holiday hours.