

# Technical Infrastructure Plan



## **Personnel:**

The Technical Infrastructure plan is administered and maintained by the Tom P. Haney Technical College administrator over facilities. The school's Instructional Network Technician and Media Specialist are the initial point of contact for assistance with technology issues. Routine technology needs are met by the Instructional Network Technician. Requests are entered via the Bay District Schools Help Desk online portal. BDS MIS department has both Network and Desktop Technicians who work daily to ensure the continuity of desktops and network infrastructure as well as:

- the privacy, safety, and security of data within institutional networks
- computer system and network reliability
- emergency backups for all technical services

## **Privacy, Safety, and Security of Data within Institutional Networks:**

Tom P. Haney Technical College utilizes Bay District Schools' Management Information System (MIS) to oversee and manage all technology hardware and software for technical infrastructure needs dealing with privacy, safety, and security of data. Software such as FOCUS and other products self-limit access through the use of district-assigned user levels and password security. BDS MIS Department ensures computer system and network reliability. Job descriptions detail responsibilities.

PII and Data are protected both while at rest and as data moves within and beyond our network. KnowBe4 is used to test phishing safety.

## **Ensures Emergency Backups:**

There are redundant systems in place in case of emergency or system failure which are managed by BDS MIS. The system is backed up daily. There are redundant paths for ISP and offsite backup procedures for all data.

## **Evaluation of Plan**

The plan is emailed annually to all Haney staff for review. Revisions are made as needed. The MIS Director has annual documentation of reviews and updates to the technical infrastructure related to the school and makes suggestions, as needed, for this plan. The Information Technology Security Document is managed and reviewed annually by MIS for updates and additions as needed.

**Availability of Plan**

The plan is made available to administration, faculty, and staff on the digital V drive which is accessible to all school staff and is emailed to all staff annually with requests for review and suggestions. The plan is housed on the school's V Drive for constant access and is revised as needed. The plan is emailed annually to the MIS Director for review and modifications as needed. The District's Technology plan is a part of school board policy and is published in the Board Policy Manual pages 202-203.