

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: August 19, 2013

REVISED:

815-AR-5. NETWORK RESPONSIBILITIES AND IMPLEMENTATION PLANS

The Director of Technology and district technology staff will be responsible to monitor and examine all network activities, as appropriate, to ensure proper use of the district's Internet, computers and network resources.

The Director of Technology or designee will be responsible for disseminating and interpreting Board policy on Acceptable Use Of Internet, Computers And Network Resources at the building level. S/He will provide appropriate training for all employees on the proper use of the district's computers and network resources and will ensure that all staff supervising student use of the district's Internet, computers and network resources provide appropriate training to students.

The Director of Technology or designee will take reasonable steps to protect the network from viruses or other programs or software that would compromise the district's network. S/He shall develop procedures for data backup and storage, as well as archiving, which will facilitate the district's disaster recovery plan and comply with the district's Records Management Plan and Records Retention Schedule.

Network security measures will address the following:

1. Access to district networks or computers by outside vendors.
2. Procedures to analyze the impact of proposed program or software changes prior to implementation.
3. Procedures requiring written authorization when adding, deleting or altering a user ID or access privileges.
4. Specified user password requirements that meet current industry standards.
5. Procedures for remote access of the district's network.
6. Procedures for monitoring and tracking district computers or equipment that is reported lost or stolen.

The Superintendent, Business Manager and Director of Technology will ensure the proper segregation of duties in assigning responsibilities for management of district data and computer and network resources, consistent with all applicable internal controls.

The Director of Technology or designee will manage all required records relating to the district's Internet, computers and network resources in accordance with auditing requirements for state and federal funding, and in compliance with Board policy, the district's Records Management Plan and the Records Retention Schedule.

Disaster Recovery Plan

The Director of Technology or designee will coordinate the development of a disaster recovery plan that will facilitate the actions to be taken in the event of a network security breach, network or server failure, or other major event which affects the district's computer and network resources.

The disaster recovery plan will address elements including, but not limited to, restoration of critical functions, communication to staff, integrity of confidential data, access to public records, replacement of equipment, and resources necessary for recovery.

Online Monitoring Plan

The Superintendent, in coordination with the Director of Technology or designee, will develop a plan for monitoring online activities of minors, which includes maintaining and securing usage logs, in accordance with Board policy.

The plan may include the use of specified software or other technology for online monitoring of students. Teachers, building administrators and other staff members responsible for supervising students' Internet access will also receive training and resources on effective monitoring of student Internet use.

Technology Plan

The Director of Technology or designee will work with district staff and administrators to develop a district technology plan that addresses the district's technology needs and goals, relation to student academic achievement, accessibility, resources, professional development, and plan evaluation and implementation.

E-Rate Technology Plans –

When requesting federal E-Rate funding for internal connections and maintenance on internal connections, the district's technology plan must include the required elements, in accordance with federal regulations. Technology plans are not required when requesting E-Rate funding for discounted services only.

Technology plans that meet the requirements for Enhancing Education Through Technology funding also meet the requirements for E-Rate, in accordance with federal regulations.

E-Rate Technology Plan requirements and information:

http://www.e-ratepa.org/helpful_docs_techreq.htm

Enhancing Education Through Technology Plans –

When requesting or receiving Enhancing Education Through Technology funding, the district's technology plan must address the elements required by federal law.

Enhancing Education Through Technology Plan information:

<http://www2.ed.gov/programs/edtech/resources.html>