

**Garnet Career Center
Protection of Technical Infrastructure Plan
Physical Resources**

Goals and Objectives

Garnet Career Center is dedicated to improving and maintaining secure student data. Garnet Career Center utilizes third-party technical programs to store basic student information and record assessments/grades. The West Virginia Department of Education provides the West Virginia Education Information System (WVEIS) to store student enrollment data. There is a secure logon procedure to this website for administration and administrative support staff. The assessment program is Schoology, which was purchased by Kanawha County Schools. With Schoology, assignments, calendars, and assessments are created that are shared across classrooms, tailored for student groups, or unique to each student. Students are able to access Schoology from any Internet connection.

The protection of technical infrastructure plan outlines the process in which Garnet Career Center preserves and protects student records by the use of storage devices, which ensure both the preservation and security of the records from fire, theft, vandalism, and other adverse actions. Hard copy permanent student records are securely stored in locked, fireproof safe in the main office. External back-up hard drives are also stored in the safe.

Activities to Achieve Objective

Garnet Career Center administration and staff periodically attend staff development courses on the proper utilization of WVEIS and Schoology. At these staff developments, the privacy and security of student data is discussed in great detail. All staff members must be diligent in keeping passwords to these sites private.

Personal Responsible for Overseeing the Plan

The counselor is responsible for entering enrollment data to the WVEIS system. The counselor is also the administrator for Schoology. Department chairs are responsible for entering base data to Schoology each grading period. Individual instructors create calendars, make assignments, and post assessments on Schoology throughout the grading period.

Review/Evaluation/Revision

Staff Development courses have been taken by the appropriate administration and administrative support staff in order to access the WVEIS system. All instructors have completed staff development courses on the Schoology program. The principal of Garnet Career Center periodically reviews the information on WVEIS and Schoology to ensure integrity and security of the data. West Virginia Department of Education is the controlling entity of WVEIS. Kanawha County Schools works in conjunction with the Schoology organization to ensure privacy and security of all student data.

School secretaries continually back up all materials to external hard drives which are stored in the school safe in order to ensure privacy, safety, and security of the data.

The West Virginia Department of Education and Kanawha County Schools ensure computer system and network reliability either provided by them or through contractual arrangements with third party vendors. The West Virginia Department of Education provides the Internet infrastructure. Kanawha County Schools' Curriculum/Instruction Technology Department provides an online work order system to contact the school-appointed technicians for Garnet. This group of technicians services all teacher and classroom technical (computer, etc.) equipment. The KCS Information Systems department services all computer equipment for the main office, principal, and counselor, as well as technical infrastructure in the building. The county technicians ensure emergency backups for all technical services whether provided directly by the institution or through contractual arrangements.

The plan for protection of the technical infrastructure is evaluated annually during the Local School Improvement Council/School-Wide Advisory Committee and the various departments' occupational advisory committee meetings.

The plan is presented during at least one Faculty Senate meeting per year and also during the advisory committee meetings annually. Basic information about the plan is available to the administration, faculty, staff, and students, upon request.