

## **NON-INSTRUCTIONAL/BUSINESS OPERATIONS**

### **SUBJECT: COMPUTER TECHNOLOGY EMERGENCY BACK-UP POLICY**

#### Purpose

The purpose of this policy is to protect the data saved on Levittown's Network. It is the function of the Computer Technology Department to provide service for students and staff to meet learning goals whereby:

- Providing students with access to technology that will facilitate their learning and enable them to become technologically literate.
- Supplying staff with the necessary tools to ensure students reach their full potential.
- Supporting district graduation goals that require each student to demonstrate computer literacy skills.

In addition to providing an emergency back-up service for the instructional goals of the Levittown UFSD, the Computer Technology Department is also committed to servicing the administrative data.

#### Procedure

Achieve the goals listed above a comprehensive backup plan was devised employing a multitude of backup methods. These include: weekly full backups, nightly incremental backups and monthly backups. Also considered in the plan is the safeguarding of the District's data in the event of a catastrophe, such as a fire or a flood, in the Network Operations Center; offsite facilities are used for the backing up of data and the long term storage of data. In combination, these strategies allow for the quick and reliable restoration of the District's critical data to various points in time.

The detailed backup schedule is as follows:

#### **Nightly:**

Every night the District's data located in the Network Operations Center at LMEC gets backed up to the Virtual Library (hard drive disks) located at Summit Lane ES and is retained for a two week period on this medium. This medium provides the fastest possible restorations. Once the data is stored on the VTL, it is then also copied to physical tapes. The nightly data is stored on these physical tapes for four weeks. To ensure backups complete within the allotted timeframe each night, full backups are only performed on Friday nights and incremental backups are then performed Monday, Tuesday, Wednesday and Thursday nights.

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(continued)**

**Monthly:**

The last full nightly backup job completed in a given month will also act as a monthly snapshot of the District's data. The completed job is duplicated to a second set of tapes and removed from the tape library. It is then taken offsite and stored in a fire proof/water proof safe located at the Buildings and Grounds facilities. These tapes are retained for six years.

Disclaimer

The Levittown School District makes no warranties of any kind, whether expressed or implied, for the service we receive from utilities and other service providers. This includes loss of data resulting from electrical outages, corrupted files, mis-deliveries, or service interruptions (internet/fiber) caused by its own negligence or users' errors or omissions. We specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Adopted: September 5, 2007

Revised: June 6, 2011

**Re-Adopted: July 11, 2012**