KESHEQUA CENTRAL SCHOOL
INFORMATION TECHNOLOGY ("IT")
DISASTER RECOVERY PLAN

The purpose of this Disaster Recovery Plan is to provide an outline of (1) how to keep our various information systems functional during a crisis or disaster and (2) how the systems would be returned to their prior status, should that be necessary.

DEFENSIVE MEASURES

The security of all our systems and its users is a top priority. All areas of security will be governed by Board Policy #8270 - Instructional Technology Policy, Policy #8370 - Acceptable Use Policy and Policy #8271 - The Children's Internet Protection Act: Internet Content Filtering/Safety Policy.

All data systems stored on district servers are backed up daily, producing a nightly backup tape. These nightly tapes are stored in the vicinity of their respective servers. However, each Monday the previous Friday tape is taken to an off-site facility. This procedure ensures restoration with a maximum data loss of one (1) week.

Additionally, the systems for our student database and financial management are backed up by WFL-BOCES (Edutech) remotely to their site.

RECOVERY MEASURES

In the event of a crisis or disaster, the district Safety Team will follow their design in the assessment of the extent of damage and determine what systems and/or equipment is to be restored, and in what order the recovery will take place.

From the "IT" perspective, the order of prior would be:
1) Phones, Security & HVAC systems in Nunda
2) Phones, Security & HVAC system in Dalton
3) Data Closet #1 in the Nunda Building
4) District Office
5) Data Closet #1 in the Dalton Building
6) All remaining data closets at the district