



PLAN FOR THE PROTECTION OF THE INSTITUTION'S TECHNICAL AND DISTANCE EDUCATION INFRASTRUCTURE

Purpose: The purpose of this plan is to address the protection of the Institution's Technical and Distance Education Infrastructure.

CDE Career Institute's data is protected by internal and external safeguards.

1. The institution is contracted with a third party (Novation Networks) who maintains the institution's technical infrastructure. The physical servers located in each campus are only accessible through secure employee logins, Maintenance and back-ups are handled by Novation Networks and protected behind multiple firewalls with the information backed up every night on an external hard drive with triple redundancy.
2. To secure the privacy, safety and security of data contained on the (FAME) School Management System and CANVAS Distance Education software, CDE management restricts staff access to only information that they are approved to view.
3. Staff who leave the employ of CDE Career Institute will have their access revoked immediately upon separation.
4. Canvas is the web-based software used by the institution's student for distance education. CDE Career Institute's Canvas data will be backed-up both in real-time and on a 24-hour schedule. The real-time backup happens automatically, meaning that there is always another up-to-date copy of the data. Canvas also provides self-healing data redundancy across multiple geographic locations (provided by Amazon S3 Web Services), in which production master/slave fail-over times are typically only a few minutes. The 24-hour backup is off -site/off-cloud, providing additional redundancy and security. Coupled with the fact that nothing is ever "hard" deleted in Canvas, CDE Career Institute ensures that the Institution can deliver education consistently.
5. CDE is committed to provide reliable computer systems and network functionality to all staff. Internal technical staff provide minor computer and network repairs and Novation Networks provides adequate and timely repairs when needed.
6. The institution's students' data such as name, address, social, date of birth and all academic information (Grades, attendance, etc...) is stored in a student information system (Fame) and is backed up daily on the Cloud.
Canvas data will be backed-up both in real-time and on a 24-hour schedule. The real-time backup happens automatically, meaning that there is always another up-to-date copy of the data. Canvas also provides self-healing data redundancy across multiple geographic locations (provided by Amazon S3

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Web Services), in which production master/slave fail-over times are typically only a few minutes. The 24-hour backup is off -site/off-cloud, providing additional redundancy and security.

Back-ups of the servers are handled by Novation Networks and protected behind multiple firewalls with the information backed up every night on an external hard drive with triple redundancy.

7. The Plan will be evaluated by Administration, Faculty and Staff on an annual basis.
8. Information about the Plan is available to Administration, faculty and staff upon request to an Administrator.