



Plan to Ensure Privacy, Safety, and Security of Data with the Technical Infrastructure

Purpose:

The purpose of this plan is to assure that the institution's technical infrastructure provides for the privacy, safety and security of students, faculty, administrative staff, and visitors' data. The Executive Director and IT Contractor are responsible for the technical infrastructure's continued privacy, safety, and security of data.

Objective:

To assure that The Praxis Institute (TPI) technical infrastructure provides for the privacy, safety, and security of data contained within it.

Procedure:

On an ongoing basis, the institution's server is reviewed for errors and corrected, as well as updated as required. Any problems regarding the institution's technical infrastructure noted by staff or faculty are immediately brought to the attention of the Executive Director and the contracted IT Specialist and repairs are made as required.

To ensure all personnel are aware of and comply with all of the requirements to protect and secure data, TPI established the following security measures:

- Access to the server is granted by the Campus Director. Specific rights are assigned to each user. A username and password is required to access the internal server.
- All faculty members and staff receive and sign a TPI IT Security Agreement Form which is kept in their permanent record, acknowledging that computer crimes are a violation of the Institution's Internet and Technology usage practice.

TPI maintains a Watchguard firewall. All computers and/or other devices connecting to the network require authentication. Public access/free Wi-Fi is offered throughout TPI but is separate from TPI secured network in order to prevent server backlog and public access to server information.

All computers automatically filter all blacklisted or potentially infected sites.

TPI uses Blackboard as the web-based on-line learning platform for its General Education Course offerings. Students must verify access with secured user ID and passwords in order to log into any and all coursework.

The contracted IT Specialist maintains open communication with the Executive Director as to the status of the institution's technical infrastructure. If a breach of safety or security to any students, faculty or staff is found to have occurred, the breach will be corrected immediately and all parties included in such breach will be notified immediately.

Evaluation:

Student/Faculty evaluation of IT Infrastructure is summarized annually by the Executive Director. Suggestions for upgrading are reviewed by the management team and implemented as appropriate. Input is received from Advisory Board and the progress of this plan is evaluated and approved by the administrative team annually.

Feedback:

TPI appreciates and utilizes input from students, employees, and advisors. The management team reviews summaries of evaluations and reviews/revises plans, policies, and procedures as warranted. Policies and procedures are continually updated as it is considered a work in progress.