

Information Systems General Responsibilities

- A. It is the objective of the Bonneville Academy Board of Directors and School Administration to provide reliable, efficient information systems services for all business and student administrative functions.
- B. The Technology Committee shall make recommendations that will establish and maintain an efficient and economical computer system, as the budget and current technology will permit.
- C. Installation, connection and integration of information systems shall be performed by the contracted information systems party and/or staff authorized by the Board of Directors, and must have the approval of the director and Technology Committee.
- D. The director and staff shall also review proposed machines, materials and methods of handling data used by an administrative unit to ensure compatibility with the LEA system and policies, as well as following state and federal policies and law..
- E. The Technology Committee shall advise LEA personnel on methods, feasibility and costs for data handling and for future plans.
- F. The contracted information systems party shall implement steps to provide appropriate security procedures and in so doing shall:
1. Suggest ways to Establish and supervise procedures that keep data secure against misuse and unauthorized access.
 2. Release data only to the school administration or designee responsible for the use and dissemination of the data, in accordance with FERPA regulations.
 3. Protect stored data against loss by maintaining appropriate back-up systems.
 4. Train administrators in security procedures.
 5. Correct procedures that threaten or weaken the security of data.
 6. Report breaches of security to the administrator, who will then report to the school board and Technology Committee.
 7. Suggest ways to Establish and maintain proper security procedures within the physical facilities to protect the equipment against all reasonable sources of disaster and unauthorized access.
 8. Develop and maintain a disaster recovery plan.
- G. The contracting information systems party shall:
1. Establish and maintain a LEA communication network so that all legitimate users may have access to only the necessary information that is appropriate for their assignment.
 2. Provide and maintain an electronic mail system.
 3. Direct and coordinate the use of microcomputers in LEA administrative functions.

4. Establish convenient and efficient submittal and retrieval procedures.
 5. Process each unit's data accurately and on a timely basis.
 6. Provide appropriate training for operators, administrators and other staff in the effective use of information systems.
 7. Troubleshoot interruptions of service to the LEA , restoring all malfunctioning equipment to service as soon as possible. When necessary, provide alternative procedures during malfunctions to assure support to all units.
 8. Make recommendations to director when there is an appropriate need for consulting services.
 9. Monitor the quality of data processing work to reduce errors from all sources.
- H. The contracting information systems party shall provide and/or arrange for adequate maintenance for all mainframe related equipment.
- I. The contracting information systems party shall advise the director of the need for changes to network/information systems, providing pertinent information such as hardware/software solutions, performance and maintenance problems.
- J. The contracting information systems party shall perform other duties as assigned by the school administration, following recommendations from the Technology Committee.