

Bradford Area School District

SECTION: OPERATIONS

TITLE: TECHNOLOGY
BACKUP & RECOVERY

ADOPTED: SEPTEMBER 15, 2008

REVISED:

814.3 TECHNOLOGY BACKUP & RECOVERY	
1. Purpose	<p>The purpose of this policy is to outline the backup and recovery of electronic files, documents and databases in the event a disaster or any type of equipment or system failure. This document provided the approved methods for saving information, storing/archiving information, and restoring information.</p>
2. Guidelines	<p><u>Computer Workstations</u></p> <p>The district network is structured to facilitate the storage of user information on servers within each building. Each user account is assigned a “Home Directory” on the respective server. Because of this, the backup and restore of user documents from/to the home directory is the responsibility of each user. Additionally, each building server performs a daily tape backup of all user home directories.</p> <p>Users are encouraged to copy documents to their home directory on a regular basis to prevent data loss.</p> <p><u>Network Servers</u></p> <p>District network-based servers provide the backbone for communication, information sharing, and database access throughout the district. All of the servers incorporate a RAID1 or mirroring redundancy operation that reduces the risk of data loss due to a hard drive failure. The servers also have tape backup units and software that provide backup and restore functions. Backup jobs are monitored daily with the success and failure results of each being logged. A full backup of the following data is performed nightly:</p> <ol style="list-style-type: none"> 1. Email data 2. Web Site 3. User Home Directories 4. Student Database 5. Financial/Payroll Database 6. Personnel (Staff) Database 7. eSchoolbook Database 8. Library Database 9. Transportation/Routing Database

	<p>The backup tapes are rotated on a 10-day schedule. The backup tapes are stored in an approved fireproof vault in each respective building.</p> <p>The data located on district servers vary in the degree of importance to district operations and require additional backup and restore measures. In addition to local backup storage stated above, the following data is also backed up electronically to an off-site location.</p> <ol style="list-style-type: none">1. Student Database2. Financial/Payroll Database3. Personnel (Staff) Database
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