

Article X.D.1 Information Systems General Responsibilities

- A. It is the objective of the information systems department to provide reliable, efficient information systems services or all business and student administrative functions.
- B. The director of information systems shall make recommendations that will establish and maintain as efficient and economical computer system as the budget and technology will permit.
- C. Components of the computer system may be placed in any location in the District after proper approval. Connection and integration of the components into the operating computer system shall be performed by the information systems department and must have the approval of the associate director. All computer data files shall be organized into one system for compatibility and simplicity.
- 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 district system.
- E. The information systems department shall advise district personnel on methods, feasibility and costs for data handling and for future plans.
- F. The director of information systems shall implement steps to provide appropriate security procedures and in so doing shall:
 - 1. Establish and supervise procedures that keep data secure against misuse and unauthorized access.
 - 2. Release data only to the administrator or designee responsible for the use and dissemination of the data.
 - 3. Protect stored data against loss by maintaining appropriate back-up systems.
 - 4. Train computer machine operators and all administrators in security procedures.
 - 5. Correct procedures that threaten or weaken the security of data.
 - 6. Report breaches of security to the appropriate administrator.
 - 7. 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 information systems department shall:
1. Establish and maintain a district-wide 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 district-wide 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 the computer systems.
 7. Troubleshoot interruptions of service to schools and other district units, 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 the business administrator 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 information systems department shall provide and/or arrange for adequate maintenance for all mainframe related equipment.
- I. The director of information systems shall advise the business administrator of the need for changes to the computer system, providing pertinent information such as hardware/software solutions, performance and maintenance problems.
- J. The information systems department shall perform other duties as assigned by the administration.