



**THE
ENGLISH
CENTER**

MIAMI-DADE
TECHNICAL
COLLEGES



THE ENGLISH CENTER

Information Technology, Privacy, Safety, Security of Data Plan

Executive Summary

The following is a plan for the protection and development of the institution's technical infrastructure that ensures the following outcomes:

1. Ensures the privacy, safety, and security of data contained within the institutional network.
2. Ensures computer system and network reliability.
3. Ensures emergency backups for all technical services, including virtual server usage.
4. Ensures the implementation and maintenance of the technology infrastructure, while facilitating its use in the classroom.

Using M-DCPS guidelines from the Office of Internet Technology and the M-DCPS Technology Plan which follows the State of Florida Department of Education publication "Strategic Technology Plan 2014-2019". This plan will accommodate the needs of the school by developing, maintaining, monitoring, and assessing all technological systems for reliable delivery and secure accesses. To achieve these outcomes the following is planned:

- The English Center's IT Department includes an IT Manager, IT Assistant Manager, and 3 part-time employees. The IT manager coordinates and collaborates with District guidelines and procedures on all updated standards for hardware, networking, and software implementations. The IT Department ensures that all safety, privacy, security protocols are being followed in a manner that maintains the reliability of our computer systems and networks.
- Maintain the computers and servers, including emergency backup servers, within the school facilities and classrooms according to District Standards.
- Support and help the students with personal computers for advanced on-line usage and troubleshooting.
- Repair, maintain and install all equipment related to technology (promethean boards, computers, laptops, iPads, networking infrastructure, and digital accessories)
- Maintain, coordinate, and establish protocols for software and application upgrades, auxiliary technology management from a variety of modernized systems specifically for the CTE, AGE Programs and the testing centers.
- To support industry certification of any Internet Technology program.
- Protect confidential information and records with security protocols as delineated by the MDCPS Office of Information Technology.
- The following are State and Federal mandates concerning the technical usage and infrastructure of Academic Facilities as required by M-DCPS Information Technology District Guidelines:
 - FLDOE Bureau of Educational Technology: <https://www.fldoe.org/about-us/division-of-technology-info-services/educational-technology/>
 - Miami-Dade County Information Technology Services: <https://its.dadeschools.net/!/rightColumn/1062>
 - American Disabilities Act (ADA): <https://www.ada.gov/racheck.pdf>

The current equipment and supplies available is as follows: (equipment are fixed items, supplies are consumable/varying)

QTY	Technical Equipment	QTY	Janitorial Equipment & Supplies
7	Servers	50	Printers
10	Virtual Servers	80	Laptops
2	Back-up Servers	10	Scanners
1	Routers	26	Promethean Boards
1	Firewalls	1000ft.	UDP Cables
24	Switches	25	UTP Connectors
21	Wi-Fi Access Points	10	Virtual Reality Equipment
6	Battery Back-ups	Varying	Network Accessories: Outlets, Connectors, etc.
315	Computers	Varying	Hardware Parts ie. Memory, Mother Boards, etc

The primary source of funding comes from the school district, as such, it delegates the over-all direction and growth of technological assets and modernization. The technicians are in contact with the school districts Office of Information Technology and follow the Technology Plan, and act as liaisons, between TEC and the District's Office of Information Technology.

The leadership team evaluates the plan annually and revises as needed.

Technology Plan Committee

Roberto Valdes	Network Administrator	Technology Coordinator, IT Mgr
Oscar Ramos	Network Administrator	Computer Technician, IT Asst. Mgr
Jose Torre	Technician	Computer Technician
Jose Geada	Technician	Computer Technician
Roger Rodriguez	Technician	Computer Technician