MTC Privacy, Safety, & Security of Data with the Technical Infrastructure Plan

Mission Statement:

The mission of Manatee Technical College is to produce highly skilled individuals and resourceful leaders through collaborative education to meet the ever-changing needs of our communities and the workforce.

Vision Statement:

The vision of Manatee Technical College is to be recognized as a leader in transforming people's lives through quality education.

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Technical Infrastructure

Manatee Technical College has developed this plan to address and maintain the adequacy and improvement of the school's technical infrastructure. To maintain adequate technical infrastructure, MTC employs a multi – tiered technical support system utilizing an on sit field technician, a floating field technician, and a senior field support engineer to manage MTC's computer hardware and network. The technical team sets up computers and printers on MTC's network, installs approved software and accessories, and helps staff solve problems and escalates issues to the Manatee County Information Technology department. Working with site administration, the technical team advises on hardware purchases and implementation. [Technology devices are inventoried through Destiny, a district inventory software, and an annual inventory audit is conducted.]

The Manatee County School District Information Technology department controls all other aspects of the technical infrastructure. They maintain the security and backup for all network information and data. They support, order, and repair technology for the entire county including MTC.

Evaluation & Revision

MTC's method for evaluation and revision of adequacy of the technology infrastructure is accomplished through regular system diagnostic report analysis, technology request review and analysis, and assistance through the district information technology department.

Data Storage & Network Access

The School District of Manatee County's IT Department manages all staff and student access to our domain and networks. They work closely with the Manatee Technical College IT staff to ensure MTC is operating with a safe and adequate infrastructure.

MTC employees and students are provided with credentials to access the MTC network and provided server space to store digital materials. When an employee is no longer a staff member or when a student is no longer enrolled, their access to the server and network is revoked.

Privacy, Safety, & Security

Application and User Security
User Authentication: User data on our database is logically segregated by account-based access rules. User accounts have unique usernames and passwords that must be entered each time a user logs on.

User Passwords: User application passwords have minimum complexity requirements.

Data Encryption: Certain sensitive user data, such as account passwords, are stored in encrypted format.

Physical Security

Data Centers: MTC's information systems infrastructure (servers, networking equipment, etc.) is located in a district controlled restricted access only area at the remote district facility. Some limited use servers are secured in a locked MDF at the MTC Main Campus. The School District of Manatee County owns and manages all equipment located in our data center.

Data Center Security: The School District of Manatee County's data center is surveilled 24 hours a day, 7 days a week. Access is fully secured with district security entry requirements.

Environmental Controls: All district and MTC IT facilities are maintained at controlled temperatures and humidity ranges which are continuously monitored for variations. Smoke and fire detection and response systems are in place.

Back-Ups: Back-Ups are performed on a daily basis by the district. All back-ups have storage on and off-site.

Evaluation – Revision

MTC's Privacy, Safety, & Security of Data with the Technical Infrastructure Plan is reviewed annually by MTC's faculty and staff as well as the Board of Governors. The School District of Manatee County IT department also oversees all requirements for each school to ensure that mandates concerning Privacy, Safety, & Security of Data with the Technical Infrastructure are adhered to.

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