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# RANDOLPH COUNTY SCHOOL SYSTEM

## INFORMATION TECHNOLOGY DEPARTMENT

### INCIDENT RESPONSE PROCEDURE

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#### **Purpose**

The purpose of this Procedure is to outline the different responsibilities of the District Director of Technology with regards to reacting and responding to various types of network and information security incidents that may occur within the Randolph County School System

#### **Scope**

This Procedure applies to all employees and faculty of the Randolph County School System; as well as vendors, contractors, partners, students, collaborators and any others doing business or research with the Randolph County School System will be subject to the provisions of this Procedure. Any other parties, who use, work on, or provide services involving the Randolph County School System computers, technology systems, and/or data will also be subject to the provisions of this Procedure. The Randolph County School System computing resources have been developed to encourage widespread access and distribution of data and information for the purpose of accomplishing the educational and research missions of the school.

#### **Definitions**

Security incidents can generally be defined as “the act of violating an explicit or implied security Procedure” (Definition taken from the Carnegie Mellon Computer Emergency Response Team Coordination Center Incident Reporting System Guidelines.) A Randolph County School System security incident is defined as an event that exposes the Randolph County School System held data to unauthorized individuals and impacts or has the potential to impact negatively either student safety or privacy, the Randolph County School System employee safety or privacy, or the reputation of the Randolph County School System. The Core incident response team consists of the staff of Micro Technology Corporation (MTC), Superintendent, Principal, Safety Resource Officer and Director of Technology of the Randolph County School System who will assist in the conduct of a major incident investigation. The incident response team will be activated at the discretion of the Randolph County School System Superintendent.

#### **Procedure**

The Director of Technology is granted authority to take actions necessary to protect the Randolph County School System people, resources, data and/or communications in the event of a security incident. Micro Technology Consultants (MTC) staff will serve as the investigative and operational lead for the conduct of all the Randolph County School System security incident investigations. MTC and the Director of Technology will be the primary authority for invoking incident response procedures.



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The Randolph County School System personnel must immediately report: (a) a security incident that involves unauthorized physical access to a building or secure location, physical threat, imminent danger, or personal safety issue to the Randolph County School System Safety Resource Officer. (b) an actual or suspected security incident that involves unauthorized access to electronic systems owned or operated by the Randolph County School System; malicious alteration or destruction of data, information, or communications; unauthorized interception or monitoring of communications; and any deliberate and unauthorized destruction or damage of IT resources to the Randolph County School System Safety Officer.

All communications with the media regarding an incident will be coordinated through the Randolph County School System Superintendent.

#### **Violation of Procedure**

If it is suspected that this Procedure is not being followed, report the incident to the District Director of Technology. Any exceptions to this Procedure must be approved in advance by both the Superintendent and District Director of Technology.

#### **Enforcement**

Any person found to have violated this Procedure will be subject to appropriate disciplinary action as defined by the provisions of the Randolph County School System.