Lee County Schools Critical Computer Systems Disaster Recovery Plan

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Purpose: The purpose of this document is to identify the computer based resources that are critical to the operation of the Lee County School System and procedures for reestablishing the operation of these functions in the event the functions are disrupted either by manmade or natural disaster. Further it identifies individual responsibilities and specific actions to be taken.

Critical Resource Identification: Critical resources are those that are used to account for financial, personnel, student, or physical asset information. Currently four software packages meet this criteria. These are the PC Genesis accounting system, Infinite Campus Student Information System, Food Service Point of Sale, and Follett Library Management System.

Recovery Preparatory Actions: Copies of the critical software packages will be stored in a building other than the one housing the computer(s)containing the resources. Data files associated with the software package will be backed up at the end of each business day and stored in a building other than the one housing the computer(s) containing the resources. The Program software can be included in the backup.   The software and backups must be placed in a secure location. The Assistant Superintendent for Finance will be responsible for the financial system backups, the Technology Director will be responsible for the Student Information and Library System Backups and the Food Service Director will be responsible for Food Service Point of Sale.

Recovery Resources: Each school has a security camera server located at the school. The camera server is capable of supporting any of the critical packages.   Additionally each school has at least one computer lab with computers and printers that are capable of supporting the critical software packages. Should a disaster occur, the Technology Director will relocate one or more of the cameras servers to the recovery location, as well as workstations and printers for use in the recovery effort.

Recovery Procedure: Should a disaster occur, the Superintendent will designate a facility to be used as the recovery location. The Technology Director will relocate one or more camera servers to that location. Both the critical software packages and latest data backups will be loaded on the servers. Printers and workstations will be also be moved and set up at the recovery location. Operations will be conducted at the recovery location using the recovery equipment until the damaged facilities and equipment can be repaired and placed back into operation.

Plan Review and Update: The Superintendent and Technology director will jointly review this plan at least annually and make changes as necessary.