



## **OPERATING POLICY — SECTION 500**

NUMBER: 591

SUBJECT: NETWORK RELIABILITY/DATA BACKUP PROCEDURE

INSTRUCTIONAL DEPARTMENT REVISION: 4/7/2020

EXECUTIVE COMMITTEE REVIEW: 4/13/2020

FACULTY REVIEW: 5/7/2020

### **591.1 PROCEDURE**

Mountainland Technical College (MTECH) understands the importance of a reliable network with sufficient data backup. The following procedure has been developed by the College, and is currently in use.

#### **1.1 Network Security**

All MTECH data is stored on multiple SANs (SysAdmin, Audit, Network and Security) utilizing physical and virtual servers and protected by multiple levels of firewall from inside to out. Data from the user level is accessed utilizing the individual's network login and password, granting rights based on department and need for access. The following procedure is followed to provide network security:

1. The Utah Education Network (UEN) handles the fiber link to the Lehi Main Campus with the WAN connection. UEN is under contract with MTECH, and that contract is re-bid every five years.
2. UEN also maintains the routing of the connection to the Orem, Spanish Fork, and Salt Lake Campuses.
3. UEN provides educational level filtering of the web for MTECH.
4. MTECH has solid virus software. Contracts are re-bid yearly, after an analysis of trends and products. MTECH is currently using Sophos for Workstations virus software.
5. MTECH's Firewall is replaced approximately every 5 years. The firewall is updated, at minimum, every day, and sometimes several times a day, depending on threats.
6. MTECH has a multi-layered backup routine. A snapshot of all MTECH servers is captured nightly, including email data. Additionally, all data is backed up multiple times a day. File changes are captured every 30 minutes and housed on site. All data is mirrored nightly two times, and a quick reference copy is stored on site, while an archived copy is stored at a secure remote location.

#### **1.2 Data Backup**

MTECH has a multi-layered backup routine. The following procedure is followed to ensure all data is sufficiently backed-up.

1. A snapshot of all MTECH servers is captured nightly, including email data.

2. All data is backed up multiple times a day.
3. File changes are captured every 30 minutes and housed on site.
4. All data is mirrored nightly two times, and
5. a quick reference copy is stored on site, while an archived copy is stored at a secure remote location.