Intellectual POINT
EXCELLENCE THROUGH EDUCATION

Policies

Technical Infrastructure Policy

Guidelines for the Management and Security of Educational Technology Systems

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PURPOSE	The purpose of this policy is to establish standards for the planning, implementation, maintenance, and security of the technical infrastructure that supports academic delivery, administrative operations, and student services at Intellectual Point.
RESPONSIBLE AUTHORITY	The Director of Information Technology is responsible for the oversight and enforcement of this policy.
IMPLEMENTATION	Implementation of this policy is carried out by the IT department, in coordination with academic and administrative units, to ensure system reliability, data security, and technological accessibility.
APPLICABILITY	This policy applies to all hardware, software, networks, and technology systems used by faculty, staff, and students at Intellectual Point.
EFFECTIVE DATE	**August 1, 2025**

POLICY

1. Learning Management System – Data security and Administration Policy

This policy includes the security measures, and procedures to ensure Intellectual Point LMS is secure, maintained, properly administered, always available to students and personnel, and data backups completed on schedule.

2. Student Information System – Data Security and Administration Policy

This policy includes the security measures and procedures to ensure Intellectual Point SIS application and data are secure, maintained, properly administered, always available to students and personnel, and data backups completed on schedule.

3. Inventory of Technical Infrastructure, Software, Apps, and Services

The following inventories are conducted annually and presented at the Faculty Annual Program Evaluation, annual Program Advisory Committee meeting, and at one of the Institutional Assessment and Improvement meetings:

- Technical Infrastructure
- Software
- Applications
- Contracts and Services (including maintenance and warranties)

Suggestions and improvements are taken into consideration and decisions made as appropriate for disposal, replacements, and or purchases.

4. Intellectual Point Personnel Password Policy

All school computers are password protected. School personnel are not allowed to leave computers unattended without locking the computer screen.

5. Personnel Remote Access Policy to Cloud Services

The SIS interacts with OVH's cloud-based object storage for electronic documents, handling authentication and proxying of documents, and is secured with password protection, Server-Side Encryption with Object-Managed Keys (SSE-OMK), automated monthly backups, and a disaster recovery system with multi-region replication.

6. Equipment and Media Disposal Policy

Administrative electronic information is maintained in the local school administrative computers. Disposal of any electronic device requires approval by the SVP, Software Engineering, and authorized once confirmation all data has been permanently deleted and not able to be restored.

7. Confidentiality

The information contained in the administrative computers at our institution is confidential and is not publicly available. All administrative personnel and faculty sign a confidentiality form at time of employment that prevents the discrimination of students or school information.

8. Backups

The Director of Technology manages backups of staff computers' electronic data using Pulseway Unified Backup, which provides comprehensive backup and recovery functions.

9. Maintenance

Our computers, internet, printers and technology related to the school are maintained by Intellectual Point.

EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this policy is the responsibility of the Senior Vice President for Software Engineering, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the Senior Vice President of Software Engineering via email, who will follow up accordingly.

BUDGET

The funding necessary for the implementation of this policy is allocated in the institution's annual operating budget under the line item "Technical Infrastructure." Revisions to the funding need approval by the Chief Financial Officer.

REVISIONS

Revisions to this policy are to be approved at one of the Institutional Assessment and Improvement meetings. Personnel is informed of revisions via email. Revisions are published at the staff and student webpage.

POLICY AVAILABILITY

Intellectual Point's policies and procedures are available for review by administrative staff, faculty, advisory members, and students at https://compliance.intellectualpoint.com.