

Lee County School System



Disaster Recovery Plan

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Blair Johnston, Technology Director

Purpose: The purpose of this document is to identify the computer/network 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 systems meet this criteria. These are the PC Genesis accounting system, access to cloud-based Infinite Campus Student Information System, Food Service Point of Sale, and cloud-hybrid SoftDocs.

Loss of Power: The Data Center located in the technology department is host to data servers, core switches, internet circuits with accompanying electronic routing hardware, & phone equipment. The Data Center has a Generac propane generator that can power all of the above listed equipment as well as battery backup units on each rack. If there is bad weather and a loss of power at Central Office only, then this system alone will be able to maintain the connectivity of the data and phone network.

Recovery Preparatory Actions: Multiple backups will be stored in two locations other than the one housing the resources. Servers containing data files associated with the software resource will be backed up at the end of each business day and stored in a location other than the one housing the computer(s) containing the resources. The software and backups will be placed in a secure, offsite location. The technology department will be responsible for the backup process and storage.

Recovery Resources: The technology department can restore and run the virtual servers on a physical server at one of the two backup locations utilizing a 10GB WAN connection and virtual backup software.

Recovery Procedure: Should a disaster occur, the Technology Director will designate a facility to be used as the recovery location. Administration will utilize their existing laptops and support staff will be provided a device. Surplus laptops, Chromebooks, or windows PCs can be set up.

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