

SUBJECT: END-USER BACKUP

The Board of Education recognizes that data is one of Churchville-Chili Central School District's (CCCS) most important assets. In order to protect this asset from loss or destruction, it is imperative that it be safely and securely captured, copied, and stored.

This policy refers to the backing up of data that resides on individual PCs, notebooks, PDAs, laptop computers, and other such devices (to be referred to as "workstations"). Responsibility for backing up data on local workstations rests solely with the individual user. It is imperative that end-users save their data to the appropriate media and/or network space as outlined in the established regulations to this policy.

This policy does not cover end-user information that is saved on a network or shared drive, as these are backed up when the servers are backed up. For information on how often the IT department backs up servers, please refer to Churchville-Chili Central School District's Server Backup Policy.

Refer to Policy #5831 *Information Technology Disaster Recovery Plan and Server Backup*

Adopted: 5/6/2008

Reviewed by Superintendent, Assistant Superintendent for Business Services and IT Director on 10/30/2023 with no recommended changes. Approved by BOE 11/7/2023.