



FISCAL MANAGEMENT POLICY: IT DISASTER RECOVERY/BUSINESS CONTINUITY

Policy No: FM0006
Adopted: 9/20/21
Amended:

I. PURPOSE

- A. To implement a disaster recovery and business continuity plan to ensure a smooth operation of the charter school.

II. POSITION

- A. The Policy of Alma d'arte Charter High School is to develop and implement a comprehensive IT Disaster Recovery and Business Continuity Plan (DR/BC Plan). The Principal/CAO will develop the Plan and presented it to the Governance Council for approval.
- B. The DR/BC Plan shall be comprised of, at a minimum:
 - 1. A formal risk assessment that will determine the requirements for the DR/BC Plan;
 - 2. A formal evaluation of all essential and critical infrastructure elements, systems, and networks;
 - 3. A formal review of business functions and related IT systems and processes necessary to complete these functions;
 - 4. A formal testing cycle to ensure that the DR/BC Plan meets the requirements in the risk assessment; and
 - 5. The Principal/CAO (or designee) will conduct an annual review and present it to the Governance Council. The Principal/CAO will submit recommendations for any proposed modifications to the plan to the Governance Council for consideration.
- C. In addition, the Principal/CAO (or designee) shall ensure that all IT vendors who store or maintain Alma d'arte data deemed critical to the school shall provide the vendors' DR/BC Plan for inclusion in the Alma d'arte DR/BC Plan.

III. REVIEW

- A. The Council will review this Policy per the policy review process.

Approved, Governance Council, President

Date

Legal Reference: