



# ENVIRONMENTAL CHARTER SCHOOLS

## Data and Recovery Policy

ECS will provide and maintain a cloud-based backup server. Routine backups will occur daily

- Full backups will store all files specified within ECS's backup policy, regardless of when they were last modified or stored.
- Differential-incremental backups will store all files that have changes since the last successful incremental or full-backup.

All backups will be stored in a secure area accessible to designated staff.

**Files that ECS will back up include, but are not limited to:** Please note that this only applies to data that is essential to the day-to-day operation of ECS.

- Documents
- Spreadsheets
- Databases
- ECS digital camera pictures
- ECS graphic design work
- PDF files

**File ECS will not back up include, but are not limited to:** Please note that your personal data will not be stored on the backup server. These personal files greatly increase the costs of our backups and will slow down your computer performance.

- Music
- Movies
- Digital camera pictures
- Graphic design work
- Downloaded programs or games
- Saved game data

In some instances, such as certain virus infections, the only software repair option available for your computer may be to reformat the hard drive. Reformatting the hard drive means completely erasing all data on your computer and performing a clean install of the operating system. In any instance where your computer is going to be reformatted by ECS, you should try to back up all of your important data to a CD, external hard drive or other media before dropping off your computer.

ECS is not able to migrate or otherwise back up any currently installed applications or system settings to the reformatted operating system. You are responsible for re-installing all programs that were not pre-installed in the computer.

*Your signature below verifies that you have read and understand the ECS Data and Recovery Policy and the guidelines, procedures and responsibilities outlined below and agree to comply with them.*

*I have read, understand, and will abide by the ECS Data and Recovery Policy. I further understand that any violation may result in the loss of access privileges and/or possible disciplinary action.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_