**Quitman County School District**

**Technology Department-**

**Incident Response Procedure**

**Purpose**

The purpose of this Procedure is to outline the different responsibilities of the District Technology Coordinator with regards to reacting and responding to various types of network and information security incidents that may occur within QUITMAN COUNTY SCHOOL DISTRICT.

**Scope**

This Procedure applies to all employees and faculty of QUITMAN COUNTY SCHOOL DISTRICT; as well as vendors, contractors, partners, students, collaborators and any others doing business or research with the QUITMAN COUNTY SCHOOL DISTRICT will be subject to the provisions of this Procedure.  Any other parties, who use, work on, or provide services involving QUITMAN COUNTY SCHOOL DISTRICT computers, technology systems, and/or data will also be subject to the provisions of this Procedure.  QUITMAN COUNTY SCHOOL DISTRICT computing resources have been developed to encourage widespread access and distribution of data and information for the purpose of accomplishing the educational and research missions of the school.

**Definitions**

Security incidents can generally be defined as “the act of violating an explicit or implied security Procedure” (Definition taken from the Carnegie Mellon Computer Emergency Response Team Coordination Center Incident Reporting System Guidelines.) A QUITMAN COUNTY SCHOOL DISTRICT security incident is defined as an event that exposes QUITMAN COUNTY SCHOOL DISTRICT-held data to unauthorized individuals and impacts or has the potential to impact negatively either student safety or privacy, QUITMAN COUNTY SCHOOL DISTRICT employee safety or privacy, or the reputation of QUITMAN COUNTY SCHOOL DISTRICT. The Core incident response team consists of the staff of Micro Technology Corporation (MTC), Superintendent, Principal, Safety Resource Officer and Technology Coordinator of QUITMAN COUNTY SCHOOL DISTRICT who will assist in the conduct of a major incident investigation. The incident response team will be activated at the discretion of the Executive Associate Dean.

**Procedure**

The Technology Coordinator is granted authority to take actions necessary to protect QUITMAN COUNTY SCHOOL DISTRICT people, resources, data and/or communications in the event of a security incident. Micro Technology Consultants (MTC) staff will serve as the investigative and operational lead for the conduct of all QUITMAN COUNTY SCHOOL DISTRICT security incident investigations. MTC and the Technology Coordinator will be the primary authority for invoking incident response procedures.

QUITMAN COUNTY SCHOOL DISTRICT personnel must immediately report: (a) a security incident that involves unauthorized physical access to a building or secure location, physical threat, imminent danger, or personal safety issue to the Quitman County School District Safety Resource Officer. (b) an actual or suspected security incident that involves unauthorized access to electronic systems owned or operated by QUITMAN COUNTY SCHOOL DISTRICT; malicious alteration or destruction of data, information, or communications; unauthorized interception or monitoring of communications; and any deliberate and unauthorized destruction or damage of IT resources to the QCSD Safety Officer.

All communications with the media regarding an incident will be coordinated through the QUITMAN COUNTY SCHOOL DISTRICT Superintendent.

**Violation of Procedure**

If it is suspected that this Procedure is not being followed, report the incident to the District Technology Coordinator. Any exceptions to this Procedure must be approved in advance by both the Superintendent and District Technology Coordinator.

**Enforcement**

Any person found to have violated this Procedure will be subject to appropriate disciplinary action as defined by the provisions of Quitman County School District Procedure.