



Digital Data and Cybersecurity Policy

Purpose:

The Digital Data and Cybersecurity Policy of Merryland International School aims to establish comprehensive guidelines and procedures to safeguard digital assets, protect sensitive information, and ensure the integrity of our digital infrastructure. By outlining best practices and security measures, this policy aims to mitigate cyber threats, promote a secure learning environment, and uphold the confidentiality, integrity, and availability of data within our educational institution.

Secure Digital IT Architecture

Access Control:

At Merryland International School, we prioritize the security of our digital infrastructure. We have implemented multi-factor authentication mechanisms for critical services to enhance security. This requires users to provide multiple forms of verification before accessing sensitive data or systems. Additionally, we enforce role-based access control to ensure that individuals have access only to resources and information necessary for their respective roles within our educational institution.

Network Security:

We employ advanced security measures, including state-of-the-art firewall systems like the SonicWall NSA4700, to monitor network traffic, identify potential threats, and protect against unauthorized access or data breaches. Our network security strategy encompasses firewall protection, intrusion detection, and web filtering policies, all aimed at creating a safer online environment for our students. Endpoint protection platforms are also deployed to detect and prevent malware infections across our school network. Furthermore, our use of identity-based firewalls offers granular visibility into user browsing activity, enabling effective monitoring and control of internet access tailored to the specific needs of Merryland International School.

Endpoint Protection:

To maintain a secure digital environment conducive to effective teaching and learning, Merryland International School ensures that high-end antivirus software, such as Kaspersky Endpoint Security, is installed and regularly updated on all school-managed devices. This proactive approach mitigates the risk of malware infections, safeguarding sensitive data and preserving the integrity of our network infrastructure.

Data Backup and Recovery:

We understand the paramount importance of data resilience at Merryland International School. Therefore, we implement a robust backup strategy using high-end Acronis software, which includes daily incremental backups and weekly full backups. These backups are automatically scheduled and executed to ensure consistent and secure backups of critical school data. Furthermore, to enhance security measures, these backups are vaulted and stored offline in a separate physical location, providing an additional layer of protection against cyber threats such as ransomware.

Moreover, our disaster recovery plan outlines comprehensive procedures and resources to swiftly respond to security incidents, ensuring minimal downtime and maintaining continuity of operations. This proactive approach underscores our commitment to safeguarding the integrity and availability of data within Merryland International School's digital ecosystem.

Data Security

At Merryland International School, we are committed to implementing robust data security measures. This includes the implementation of data classification controls to categorize and secure information based on its sensitivity and importance. Additionally, we utilize data loss prevention tools, access controls, and endpoint monitoring solutions to prevent unauthorized access or disclosure of sensitive data within our institution.

- **Physical Security**

To complement our digital security measures, Merryland International School implements strict access controls, such as biometric authentication or access card systems, to prevent unauthorized entry and protect critical infrastructure from potential breaches.

- **Regulatory Compliance**

We adhere to comprehensive policies, procedures, and technological measures to ensure the lawful and ethical handling of student and staff data at Merryland International School. Regular audits and training initiatives are conducted to uphold privacy and security standards across all aspects of data management, ensuring compliance with relevant regulations.

- **Monitoring and Logging**

Continuous monitoring of data access, usage patterns, and network activities enables Merryland International School to proactively mitigate threats and ensure adherence to regulatory requirements for protecting student and staff information. Detailed logs provide valuable insights for thorough investigations, compliance assessments, and proactive security measures.

- **Secure Software Development**

Merryland International School maintains a secure IT infrastructure through cloud structured patch management processes, scheduling updates, routine scans for updates and timely deployment of patches, to mitigate potential vulnerabilities and ensure the security of our systems.

- **Cloud Security**

In line with our commitment to security, Merryland International School ensures compatibility with existing infrastructure and implements seamless integration processes to optimize collaboration, efficiency, and access to educational resources for our students and staff while maintaining the highest standards of security in the cloud environment.

Collaboration Security

To protect sensitive educational information shared among students and staff, Merryland International School employs end-to-end encryption and strict access controls on communication and collaboration platforms. These measures ensure the privacy and integrity of our data in collaborative environments.

Third-Party Security

Merryland International School monitors and vets third-party vendors through stringent procurement policies and regular reviews of vendor security practices. This ensures that our partners comply with data protection regulations and uphold the same high standards of security and privacy that we maintain within our institution.

Through the implementation of this policy, Merryland International School commits to fostering a secure digital environment conducive to effective teaching and learning, while safeguarding the privacy and security of all stakeholders' information.

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