Safeguarding Your Technology

Practical Guidelines for Electronic Education Information Security

Safeguarding Your Technology is designed to help education administrators better understand how and why to effectively secure an organization's information, software, and computer and networking equipment. It stresses both technical and procedural steps that can be implemented to improve an education organization's technology defenses, including detailed descriptions of physical, information, software, user access, and network/Internet security countermeasures. It also offers valuable recommendations concerning broader organizational tasks, such as risk assessment, policy development and implementation, day-to-day security management, and staff training.

Unlike other resources about electronic information security, these guidelines were developed specifically for education administrators at the building, campus, district, system, and state levels (e.g., school principals, district superintendents, state chiefs, and college deans and their assistants).

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