Original Version: 03.20.2014
Updated: 02.20.2015; 02.03.2016; 03.20.2018;12.31.2019; 7.20.2020; 10.26.2020; 09.02.2021
Effective Date: 09.02.2021

PHYSICAL RESOURCES AND TECHNICAL INFRASTRUCTURE PLAN

This policy establishes the basis for procedures and related assignment of responsibilities for the planning and management of the physical resources and equipment needs of DSDT. This policy recognizes the need, and specifically provides for:

General Responsibilities
DSDT's School Director and Chief Operations Officer are responsible for directing the overall planning and management of the physical resources and technical infrastructure of DSDT. This responsibility entails preserving and enhancing a quality physical environment which provides efficient, functional, safe and pleasant surroundings. DSDT owns the physical space of the campus, so it is important to keep the property maintained daily.

Responsibilities also includes upkeep, expansion, and upgrading of technical infrastructure. DSDT follows fire, electrical, and sanitary codes as found in annual inspections.

Day to Day Management

DSDT's School Director and Chief Operations Officer are responsible for day-to-day management, improvement, and any potential expansion of resources and technical infrastructure. The Chief Operations Officer will report to the school director.

Adequacy and improvement of Physical Resources and Technical Infrastructure: Physical Resources
DSDT 's Physical resources are managed by the directors and staff, as well as Sparkle Janitorial, Bicoastal Solutions, and ITS technology. As it is deemed necessary to add additional space for student classroom(s), lab(s), and or common space, the School Director is responsible for the process of developing the additions within the current building we occupy. Technical Infrastructure is added as student population and staff needs change. Also, technical infrastructure is added as budgetary constraints allow.

Maintenance/Physical Facility
DSDT has a contract with Sparkle Janitorial that works on campus no fewer than five days per week for regular sanitation and building maintenance/clean-up. This agreement allows for daily cleaning, parking lots, grounds upkeep, and facility upkeep. Anything other than these basic sanitation and cleaning practices will be contracted out by the School Director on an as needed basis or in the event Bicoastal Solutions and Sparkle Janitorial are not able to tend to.

Technical Infrastructure
DSDT 's School Director is responsible for all technical infrastructure maintenance. The School Director works with the Chief Technology Officer and plans the additions or build out associated with the current, future and daily needs of the institution. This would include all the servers,

internet drops, back up data servers, printers, network connectivity, software and support infrastructure. If the needs are not able to be met, the project will be subcontracted out upon financial and fiscal need. The School Director assesses survey feedback forms to plan the upcoming yearly budget and allows budgeting for appropriate emergency situations: all other needs are planned. The School Director does weekly and general upkeep checks and assigns tasks to the CTO for adding of necessary equipment or infrastructure for students and staff if needed. Due to the size of the school, if the School Director is not available, the Chief Operations Officer or Directors may put in a request in the event of an emergent situation and on an "as needed basis", 24x7.

Technical Support and Student Orientation to Technology
Student orientation to technology is provided and technical support is readily available to all students through all modes of delivery (i.e., Distance Education and Traditional). We aim to provide the support necessary for students to be successful when using technical resources. To mitigate potential issues and provide technical support, we provide a Helpdesk email for our students upon enrollment. It can be reached by the following email address: helpdesk@dsdt.edu. Students are given orientation directions prior to enrollment and during orientation. The students will also be given orientation to all technology platforms for Canvas LMS and Campus Café from their instructors prior to accessing their courses. The staff is given orientation to all technology upon employment by the Faculty Director.

Instructional and Media Supplies
Supplies are maintained by the Director of Inventory and Supply Management. Supply levels are checked periodically and will be purchased accordingly on an "as needed" basis only. The Director of Inventory and Supply Management will notify the School Director, or the Chief Operations Officer to complete the request for purchase. The Director of Administration is also responsible to put in a request for basic school supplies. If the School Director and the Chief Operations Officer are not available, the Director of Administration is allowed to complete the purchase within a reasonable timeframe. No other staff member has the authority to purchase supplies unless one of the above-mentioned individuals approves the request. Suggestions may be made at employee meetings based upon feedback of student and employee survey feedback forms. All other basic supplies are ordered on a quarterly basis. A budget is handed out at our mandatory bi-annual employee meetings and staff are encouraged to forecast items they may need during the current or upcoming year.

Equipment
All equipment needing repairs are reported to the School Director and the School Director deems if the equipment needs repair or to be replaced. The School Director will meet with the Chief Operations Officer to see if a repair is needed or if the actual purchase of new replacement equipment is best. DSDT always ensures network functionality by having Cronus

Communication internet service as a redundant ISP in the event Xfinity Business were to have network outage.

Disposal of Obsolete Equipment
Maintaining, replacing, or disposing of outdated equipment is vital to the continuance of quality instruction and training. DSDT's Director of Inventory and Supply Management follows the written plan with the objectives using an online Asset Tiger management system to assure equipment is up to date, relevant and accurately accounted for. In the event we need to dispose of the obsolete equipment, we do so with the input of the instructional staff and students. All disposal follows appropriate business and industry safety standards, and we are in line with our State LARA body requirements for our training program equipment regulations.

All Instructional Equipment meets appropriate and required safety standards
All equipment purchases, repairs/ maintenance, and operational procedures follow appropriate industry safety standards. Staff and students use the manufacture safety guidelines and follow the manuals given to them from their instructor by the distributor for set up and daily usage. The instructors make sure the students are following proper safety procedures for their learning environment. The safety training is part of every program and are taught according to our state laws from LARA, we do not need to do anything other than what we currently teach being a technology school.

Safety, Privacy, and Security of Data
All student records are maintained on a secure server and housing system by our third-party servicers, Campus Cafe, Canvas LMS, and Boston Educational Network. We also have a secure server system internally that is managed by our Information Technology Instructors and Chief Technology Officer. A secure backup server is installed and can be accessed by all computers for student, employee, and instructional files. One hub secures backup data that our CTO can access. Campus Cafe data will be stored for a period of no less than 5 years. Each staff member and instructor have separate usernames on Campus Cafe and can only access student data necessary for their function and/or class. Each student is given their own unique user login and passcode to assure safety of personal information. DSDT's Network is continually backed up by iCloud, and Dropbox a cloud system which provides for secure storage of all data. Security Software is utilized to catch viruses and other threats to systems.

Safety of Staff, Students, and Guests
DSDT strives to maintain safe environments for everyone. The facility includes classrooms, Media Services Center, bathrooms, kitchen, labs, and common areas. We have annual fire inspections and daily walkthroughs and inspections of environment (maintained by staff and School Director); as well as information regarding severe weather precautions, which can be found in our Consumer Info at a Glance on our website.

Incident reporting for any accident of staff, instructor, student, or guest: Each incident is reviewed for improvements that can be made to avoid future incidents. DSDT has:

A.   Fire Extinguishers located in common areas with signage.

B.   First Aid supplies kept in the main hallway of school.

C.   Insurance for accidents and other needs.

D.   A School Director or Director of Operations are present from 9am-5pm and security personnel are present from 5pm-10pm to control daily/nightly traffic and supervise as students leave the building to reduce accidents.

E.   Safety, accident, injury and emergency report forms for a systematic controlled process.

Distance Education Infrastructure
DSDT School Director is responsible for developing and maintaining distance education infrastructure. The School Director works closely with the Chief Technology Officer to develop and plan for all online platforms to incorporate a seamless integration of distance education into DSDT's institution. The same resources, software, and support infrastructure are available to all students across all modes of delivery. This includes, Canvas LMS and secure login portals, networks, and servers. If the needs are not able to be met, the project will be subcontracted out upon financial and fiscal need. Students taking distance education courses at DSDT have the opportunity to comment on technical infrastructure and annual budgetary allotment to improve or enhance online learning. The School Director assesses survey feedback forms to plan the upcoming yearly budget and allows budgeting for appropriate emergency situations: all other needs are planned. The School Director does weekly and general upkeep checks and assigns tasks to the CTO for adding of necessary equipment or infrastructure for students and staff if needed. Due to the size of the school, if the School Director is not available, the Chief Operations Officer or Directors may put in a request in the event of an emergent situation and on an "as needed" basis, 24x7.