Protection of the Institution's Technical Infrastructure Plan

Purpose

The Technical College of the Rockies (TCR) is dedicated to safeguarding the privacy, safety, and security of data within our technical infrastructure. This plan outlines the measures TCR implements to protect institutional network data. The plan is evaluated annually via staff and student feedback and is made publicly available on the TCR website.

Privacy, Safety, and Security of Data

Compliance

TCR adheres to Title 17 of the United States Code and Title IV of the Higher Education Opportunity Act. Our partnership with the Delta County School District and Elevate Internet ensures a secure network connection.

Data Storage and Protection

- Our online applications are configured to prevent local storage of sensitive personal information, thus protecting student data from theft.
- Email protection is provided through Google for Enterprise Pro, which secures against a range of cyber threats.
- Physical server security is maintained in a locked room within the Delta County School District Office of Information Technology, supplemented by an external alarm system.

Data Backup and Recovery

- Secured data storage utilizes RAID 5 protection with multiple backup systems, including shadow copy and stand-alone RAID.
- Data is redundantly backed up at both TCR and North Fork High School, ensuring safety from data loss in case of site-specific disasters.
- Cloud-based services are maintained by the appropriate vendors. These services include our student information service, learning management systems, word processing applications and various others, with additional snapshot capabilities for rapid data retrieval.

Access and Password Management

- Password protection is layered, requiring annual updates to 9-character passwords.
- Access to servers and sensitive information is role-specific, with Multi-Factor Authentication (MFA) for high-risk services.
- Student accounts are deactivated annually, with immediate deactivation and access revocation for departing employees.

Distance Education Infrastructure

Security Measures

- TCR maintains a secure and reliable system for distance education that protects student records and ensures student verification.
- We maintain a separation of systems that compartmentalize student information.
- We use a student information system that stores sensitive information such as financial and personal data.
- Additionally, our students are provided a cloud-based email account specific to our organization which is also isolated from our other student software services.

Academic Integrity

- Enrollment in online courses is strictly managed through the Admissions Office, with unique IDs provided to students for access to our learning management systems.
- Instructors employ a variety of anti-cheating measures for online assessments, such as randomized questions and proctoring protocols.

Record Storage

- Essential hard copy records are stored in a fire-proof vault with restricted access to maintain integrity and privacy.

Enforcement and Compliance

TCR will enforce this plan and take appropriate action in case of any violations. Regular audits and reviews will be conducted to ensure continuous compliance and improvement.

Reporting and Amendments

Any concerns or violations related to this plan should be reported to the TCR Office of Information Technology:

Email: help@tcr.edu
Phone: (970) 874-7671

By engaging with TCR's IT resources and services, users acknowledge and consent to abide by the terms outlined in this plan.

Responsibility Details

All employees are responsible for understanding the basic elements of and supporting this program. The following specific responsibilities are also established:

All Employees: Understand the basic elements of and supporting this program.
IT Systems Coordinator: Owner of this policy and responsible for reviewing/updating a minimum of once per annum. This involves; identifying, managing, executing and deploying program document revisions.
Leadership Team: Final approval on the program and all of its elements.

Legal References

20 U.S.C. 6751 et seq. (Enhancing Education Through Technology Act of 2001)
47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)
C.R.S. 22-87-101 et seq. (Children's Internet Protection Act)
C.R.S. 24-72-204.5 (monitoring electronic communications)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

- EGAEA*, Electronic Communication
- DCSD Version File GBEE*

Reviewed: June 11, 2026, by TCR Administration