<u>Deputy Superintendent</u>

Security and Safety Guidelines for Technology Closets

To: All Staff

From: Karalee Turner Little, Ph.D
        Deputy Superintendent

As part of the Howard County Public School System's commitment to maintaining a secure and efficient technology infrastructure and in alignment with the Board of Education [Policy 3040 Technology Security,](#) all staff are reminded of the measures that should take place to maintain the physical security of closets where critical technology equipment is located.

Information Technology staff, school administrators and school staff must actively contribute to safeguarding technology equipment by implementing the controls listed below and then reporting any security and safety concerns to Technology Training and Support (410-313-7004).

1. **Access**:
   - Physical access to closets and other areas where technology servers and racks are located should be limited.
     - Students should be restricted from accessing these areas.
     - Technology closets must be kept locked at all times, and only staff members with legitimate responsibilities related to these areas should access them. To the extent possible, it is recommended that access be limited to those with the following staff roles:
       1. Administrators
       2. Media Specialists
       3. Custodians
     - Signs will be posted by IT staff that clearly communicate only authorized personnel should enter these spaces.
2. **Maintaining Cleanliness and Airflow**:
   - To protect equipment from heat damage and to prevent accidental disconnections, keep these closets free of clutter.
   - Staff should help to ensure there is unimpeded access to equipment in the racks for repairs, maintenance, and upgrades.
3. **Ongoing Security and Safety Measures**:
   - IT staff will periodically review closets and provide remediation measures as needed to school administrators and staff responsible for non-school buildings.
   - Administrators will consider the size of closets and consider any limitations on their use for purposes other than technology.

Remember that our collective efforts contribute to maintaining a safe and reliable technology environment in HCPSS schools and offices. If you have any questions or need further guidance, please contact Executive Director of Information Technology Justin Benedict.

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