ONC BOCES IT
Policy Creation and Review

Custom Plan

The scope of this **BOCES aidable** review will be to analyze the current IT policies and plans that are in place for their data protection (known or written). We will help create customized Policies and procedures to implement according to best practices for proper data protection. Appropriate NIST (National Institutes of Standards and Technology) will be used as controls to set policies. If a policy or plan does not exist, we will help create that with the client to conform to the below standards. The School system will need to make available their IT team to answer a broad questionnaire and if desired to spend time with our writing team onsite. The Policy writer will present two sets of 5 documents. The first set of documents will be a first draft that the School system will review, make corrections and re-submit to Writer. This can be used to measure the gaps of what the regulations require and what is in practice. The second set of documents will be the final drafts with all edits and additional comments added. The final draft will only include areas that the school system is currently practicing. (If you have not deployed a solution, it will not be written in the final documentation.) The five documents that will be presented are:

1. **Employee Acceptable Use Policy**
2. **Student Acceptable use policy**
3. **Information's Systems Plan** (about 60 pages that covers all technical policies)
   - Password Policy
   - Encryption Policy
   - Remote user Policy
   - Mobile device Policy (BYOD)
   - Granting and Terminating access to data
   - Auditing Policy
   - Risk Assessment Policy
   - Media Destruction Policy
   - Sanctions Policy
   - Social media Policy
   - Shared storage and Cloud usage policy
4. **Incident Response Plan /Breach Notification Plan**
5. **Disaster Recover, Business Continuity and Back-up Plan**

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Several phone contacts will occur to gather the data needed to write these policies. The client has expresses the desire to protect its ePHI (Electronic Protected Health Information) and PII (Personal Identifiable Information). These policies will address any data protection or internet access aspect of the following regulations: COPPA (Children's Online Privacy Protection Act); CIPA Children's Internet Protection Act); FERPA (Family Educational Rights &Privacy Act) and HIPAA (Healthcare Insurance Portability and Accountability Act). These data security policies will also address applicable sections of the NYSED (New York State Education Department) guidelines. The Client has stated that they are looking for simplified best practice guidelines. These policies will address the controls appropriate for this organizations current setup and configurations. We will only incorporate what is in place or is in process of being implemented.

In order to help develop these policies and plans, we will engage though a series of questions via video conference link or conference call. An onsite visit is may be requested for an additional fee The scope of the Policy creation is not to assess risk, but to note what process are in place to add to the written policy record. The client understands that it is their ultimate responsibility to ensure that their policies are kept up to date and known to their staff. This Policy and Plan engagement will be:

$9,760.

For an onsite consultation for the full customer policy creation add **$3,660** to the above cost.

To start the process, call
ONC BOCES Technology Services at 607-286-7715.

ONC BOCES IT
Policy Creation and Review

A La Carte Plan

In this **BOCES aidable** review we will provide templates that have stated guidance within the document. Appropriate NIST (National Institutes of Standards and Technology) will be used as controls to set policies. The School system understands that this less expensive plan places more work on the internal IT team to fill in the appropriate data. The Policy writer will present 5 documents, which will be the only scope of work that is stated in this agreement. (If you have not deployed a solution, it should not be written in the final documentation.) The five documents that will be presented are:

1. **Employee Acceptable Use Policy**
2. **Student Acceptable use policy**
3. **Information's Systems Plan**
   (about 60 pages that covers all technical policies)
   - Password Policy
   - Encryption Policy
   - Remote user Policy
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A set block of 5 hours of included consulting time with writer is represented in this figure below.

The client has expressed the desire to protect its ePHI (Electronic Protected Health Information) and PII (Personal Identifiable Information). These policies will address any data protection or internet access aspect of the following regulations: COPPA (Children's Online Privacy Protection Act); CIPA Children's Internet Protection Act); FERPA (Family Educational Rights &Privacy Act) and HIPAA (Healthcare Insurance Portability and Accountability Act). These data security policies will also address applicable sections of the NYSED (New York State Education Department) guidelines. These policies will address the controls appropriate for this organizations current setup and configurations.

The client understands that it is their ultimate responsibility to ensure that their policies are kept up to date and known to their staff. This Policy and Plan engagement will be:

$4,880.

Additional consulting time may be added outside of contract at a **$244** per hour rate as needed.

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