

2022 Diocese of Venice Entity Technology Survey Guide for Schools
Do not submit this form. Use it to gather information for the electronic survey.

This page provides general instructions, including the purpose of the survey, what you will need for completing it, and where to reach out to should you need help.

We need your help. Due to the ever-increasing risk of cyber-attacks, insurance underwriters are now requiring specific information about technology from each entity within a Diocese. This survey will help us to provide our insurance carriers with information needed for a proper risk assessment, necessary for our 2022-2023 cyber-security policy renewal.

General instructions

Please gather key details of your technology before moving forward. Your hurricane disaster preparedness plans may be helpful in locating the following information:

- **Contact information for the individual(s)** primarily responsible for the day-to-day running and maintenance.
- **Website domain and email domain details** (the part after the @ sign in your email address and your website address). These details will include the registrar of your domain(s), the company that hosts your email and website, etc.
- **Type and count of network-connected devices used at your location.** Computers, laptops, tablets, network-connected printers, network switches, firewalls, WiFi access points, phones, security cameras, telephones, etc.
- **List of the software packages and cloud services used at your location.** Examples include Microsoft 365, Google G-Suite, Ministry Scheduler Pro, classroom management, etc.
- **Specific security configurations and settings** used on all computers for encryption, anti-virus/malware protection, firewalling, etc. The security questions are a separate PDF form our insurance carrier (Beasly). You will download and fill this out, and then upload it at the end of the survey.

A spreadsheet with the list of the survey questions is posted for you on the diocesan website at dioceseofvenice.org/2022dovtechsurvey. DO NOT PRINT & SEND IN THIS GUIDE. It is provided to help you gather the information you will need when you return to fill out this electronic survey.*

We recommend gathering these details ahead of starting the survey for the process to go more smoothly and quickly. Should you have any questions about this survey, please email 2022dovtechsurvey@dioceseofvenice.org.

* If you use the same computer that you start the survey with, you should be able to come back to the survey and pick up where you left off, but this may not work if the cache is cleared or you use a different computer. For this reason, we recommend you gather all necessary information before starting the survey and finish it in one sitting.

School General IT Information

This page includes basic IT support information, including contacts and domains used.

* 1. Which school are you filling out this form for?

* 2. Please enter your contact information

Contact information for the person filling out this form.

Name

Email Address

Phone Number

* 3. Full name of individual responsible for school technology

This is the primary staff member responsible for technology at the location, even if they contract the work out to an external party.

* 4. List all IT certifications & year acquired for the person primarily responsible for IT at your school. If you use an external provider for support, please include a note of their qualifications.

* 5. What is your school's **email** domain?

An **email** domain is the the part used after the @ sign in an email address. If you use more than one email domain, enter the primary one in the first line and the others below.

Primary email domain

2nd email domain

3rd email domain

* 6. Which domain registrar is your **primary email** domain registered with?

* 7. How many staff users/email accounts do you have at your school?

This includes individuals that login to a computer and use an email account at your school. Do **not** include volunteers that only use Raptor or Volgistics kiosks to check-in/check-out.

0 100

* 8. How many students have accounts of any type, including an email accounts, at your school?

This includes students that actively use a computer and/or use an email account at your school. This may include alumni email accounts that are actively used, if any.

0 500

* 9. Can students send or receive email messages to/from the internet (i.e. from non-school email accounts)?

If yes, please comment on any restrictions or other policies in place.

- Yes - Students can send/receive email to/from the outside
- No - Students cannot send/receive emails to/from the outside

Additional details related to student email

* 10. Where is your school's email hosted?

This is typically Google G-Suite or Microsoft 365, but may be another host.

- Microsoft 365
- Google G-Suite
- Other email host (please specify below)

* 11. What is your school's website domain?

This is the domain in your **website** address, which typically follows www. If you use more than one website address/domain, enter the primary one in the first line and the others below.

Primary website domain

2nd website domain

3rd website domain

* 12. Which domain registrar is your **primary website** domain registered with?

* 13. What is the name of the company that hosts your schools's website?

* 14. List contracted or vendor services used for IT support. Include company name(s) or individual name(s) for sole proprietors and volunteers. Include a note about which technology they support.

This is for day-to-day and on-call labor for support of your network, computers, servers, desktops/workstations/tablets, telephones, etc. No need to list service providers like cable, internet, etc. This question is specific to the outsourced labor part of technology operational support.

Location Networking, Computers, and Software details

This page covers details for networking, clients on the network, and software/SaaS used at your parish.

* 1. List manufactures/make and model numbers where possible. Include service providers' names for services.

Each line may have more than one item listed if you use more than one in that category. Enter **N/A** if not applicable to your location.

Internet provider(s)	<input type="text"/>
Telephone services (who you pay for phone service)	<input type="text"/>
Internet-facing router device	<input type="text"/>
Firewall (external - between your network and the internet)	<input type="text"/>
Firewall (internal - client level or between VLANs within your network)	<input type="text"/>
Network switches (wired network)	<input type="text"/>
Wireless/WiFi access points	<input type="text"/>
Security cameras (actual physical cameras)	<input type="text"/>
Security surveillance recording (DVR/NVR recording device)	<input type="text"/>
Content filtering (network-based)	<input type="text"/>
Content filtering (client/computer-based)	<input type="text"/>
Anti-Malware/Anti-Virus software on computers	<input type="text"/>
Networked printers (2D BW &/or Color)	<input type="text"/>
3D printers (networked and/or local)	<input type="text"/>
"Smart Boards" or similar technology	<input type="text"/>

Bell system	<input type="text"/>
Intercom system	<input type="text"/>
Door access control/badging system(s)	<input type="text"/>
Telephones (devices on desks/wall-mounted & PBX device if applicable)	<input type="text"/>
Staff computers (laptops, desktops, servers, tablets, etc.)	<input type="text"/>
Student computers (laptops, desktops, tablets, etc.)	<input type="text"/>
Student & class management system(s) (assignments, homework, religious education rosters, attendance, etc.)	<input type="text"/>
Online classes (2021-2022 real-time video/audio classes)	<input type="text"/>
Volunteer management system(s)	<input type="text"/>
Ministry or other scheduling system(s)	<input type="text"/>
Site/room scheduling and reservation system(s)	<input type="text"/>

* 2. Computer operating systems in use at your location. Choose all that apply.

	0	1-5	6-10	11-24	25-49	50-99	100 +
Windows XP/Me/7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Windows 8/8.1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Windows 10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Windows 11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Windows Server 2008 R2 or older	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Windows Server 2012/2012 R2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Windows Server 2016	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Windows Server, version 2004 & 20H2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Windows Server 2019	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Windows Server 2022	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MacOS 10.10 or older	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MacOS 10.11 - 10.15	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MacOS 11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MacOS 12	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Include any MacOS server counts and add-on versions here. If using Chrome-based devices, include the update release channel used in your organization.

* 3. How many of the following devices do you have in service?

Please use a whole number on each line. Do not write out the number.

Routers

Wired switches

WiFi/Wireless Access
Points (WAPs)

Security cameras

Security video recorders
(on-site)

Staff Laptops

Staff Desktops

Staff Tablets

Student computers
(combined laptops,
desktops, tablets)

Servers

Networked printers (2D
BW &/or Color)

3D printers (networked and
local)

"Smart Boards" or similar
technology

Bell systems

Intercom system endpoints
(speakers/devices)

Doors managed via access
control system (badge/fob
readers)

Burglar/intrusion alarm
systems

Telephones (desk/wall-
mounted)

On-site PBX/phone system

* 4. Rank the productivity suite(s) used in order of most used to least used.

This includes word processing, spreadsheets, etc.



G-Suite (Online apps)



Microsoft Office (Online apps via Microsoft 365)



Microsoft Office (Locally installed)



Other