

COMPUTER RESOURCES AND DATA MANAGEMENT**(INCLUDES ACCEPTABLE USE POLICY IN 8630-R)**

The Board of Education recognizes that computers are a powerful and valuable education and research tool and as such are an important part of the instructional program. In addition, the district depends upon computers as an integral part of administering and managing the schools' resources, including the compilation of data and recordkeeping for personnel, students, finances, supplies and materials. This policy outlines the Board's expectations in regard to these different aspects of the district's computer resources.

General Provisions

The Superintendent shall be responsible for designating the District Administrator for Instructional Technology who will oversee the use of district computer resources. The District Administrator for Instructional Technology will prepare in-service programs for the training and development of district staff in computer skills, appropriate use of computers and for the incorporation of computer use in subject areas.

The Superintendent, working in conjunction with the designated purchasing agent for the district, and the District Administrator for Instructional Technology, will be responsible for the purchase and distribution of computer software and hardware throughout the schools. They shall prepare and submit for the Board's approval a comprehensive multi-year technology plan which shall be revised as necessary to reflect changing technology and/or district needs.

The Superintendent, working with the District Administrator for Instructional Technology shall establish regulations governing the use and security of the district's computer resources (computer resources include all devices that process data, including but not limited to laptops, fax machines, copiers and scanners). The security and integrity of the district computer network and data is a serious concern to the Board and the district will make every reasonable effort to maintain the security of the system. All users of the district's computer resources shall comply with this policy and regulation, as well as the district's Computer Use in Instruction Policy 4526. Failure to comply may result in disciplinary action, as well as suspension and/or revocation of computer access privileges.

All users of the district's computer resources must understand that use is a privilege, not a right, and that use entails responsibility. Users of the district's computer network must not expect, nor does the district guarantee, privacy for electronic mail (e-mail) or any use of district's computer network. The district reserves the right to access and view any material stored on district equipment or any material used in conjunction with the district's computer network.

Management of Computer Records

The Board recognizes that since district data is managed by computer, it is critical to exercise appropriate control over computer records, including financial, personnel and student information. The Superintendent, working with the District Administrator for Instructional Technology, shall establish procedures governing management of computer records, taking into account whether the records are stored onsite on district services or on remote servers in the “cloud.”

The procedures will address:

- passwords,
- system administration,
- separation of duties,
- remote access,
- encryption
- data back-up (including archiving of e-mail),
- record retention, and
- disaster recovery plans and notification plans

If the district contracts with a third-party vendor for computing services, the Superintendent, in consultation with the District Administrator for Instructional Technology will ensure that all agreements address the procedures listed above, as applicable.

Review and Dissemination

Since computer technology is a rapidly changing area, it is important that this policy be reviewed periodically by the Board and the district's external auditor. The regulation governing appropriate computer use will be distributed annually to staff and students and will be included in both employee and student handbooks.

Cross-ref: 1120, School District Records

4526, Computer Use for Instruction
4526.1, Internet Safety
6600, Fiscal Accounting and Reporting
6700, Purchasing
8635, Information Security Breach and Notification

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