



EHA - DISTRICT INFORMATION TECHNOLOGY

As used in this policy, “District information technology” includes District computers, personal communication devices (“PCDs”), e-mail and Internet access. As used in this policy, the term “computer” includes all District computers, computer systems and networks, computer hardware and associated peripheral equipment, and software purchased, licensed or developed by the District. As used in this policy, “personal communication device” or “PCD” includes all District cell phones, smart phones, tablets, cameras, audio/video recorders, audio/video players, and other hand-held electronic communication, computing and data storage devices.

The executive director of information technology shall be responsible for administering this policy, which may include the establishment of administrative guidelines and procedures as deemed necessary or advisable.

EMPLOYEE, VOLUNTEER AND STUDENT USE OF DISTRICT INFORMATION TECHNOLOGY

Each time an employee, school volunteer or student uses a District computer or network, they shall be required to acknowledge the terms and conditions governing their use of District information technology as specified in Policies GBEE and JS.

The superintendent and executive director of information technology shall determine the computers and PCDs to be used by District employees and volunteers. The superintendent, assistant superintendents, executive directors, directors and school principals shall approve the accounts and levels of computer and Internet access for the employees and volunteers they supervise. The use of District information technology by school volunteers shall be limited to the use of computers and Internet access to the extent necessary to perform services assigned by the school principal or his/her designee.

Technology support personnel shall monitor employee and volunteer use of District information technology to help ensure that it is being used for work-related purposes in accordance with District Policy GBEE and that network bandwidth usage and e-mail and file storage on District computers and PCDs is not excessive. Technology support personnel shall monitor student use of District information technology to help ensure that it is being used for education-related purposes in accordance with District Policy JS and that network bandwidth usage and e-mail and file storage on District computers and PCDs is not excessive. As warranted by circumstances, the information technology department may set and revise network bandwidth usage and e-mail and file storage limits for employees, volunteers and/or students on District computers, PCDs, servers and cloud-based resources.

RETENTION, CONFIDENTIALITY, INSPECTION AND MANAGEMENT OF ELECTRONIC RECORDS

District records in electronic form shall be retained in accordance with the retention requirements specified in District Policy EHB. The information technology department shall purge student e-mail at the end of each school year, unless otherwise required by law or District policy, or dictated by District needs.

The confidentiality of all student education records and personally identifiable information shall be maintained in accordance with the Family Educational Rights and Privacy Act, Colorado Open Records Act and District Policy JRA/JRC. The confidentiality of all personnel file information shall be maintained in accordance with the Colorado Open Records Act and District Policy GBJ. In order to help ensure the confidentiality of such student and personnel information and to protect against identity theft, the executive director of information technology shall establish rules governing the types of student, employee and volunteer information that may not be downloaded onto District computers, PCDs and other portable technology, third-party servers and cloud-based resources.

District electronic public records not protected by confidentiality or privilege, as provided by law, shall be subject to inspection and copying by members of the public in accordance with the Colorado Open Records Act and District Policy KDB. Electronic student education records shall be subject to inspection by a student's parent/guardian, and by other persons and organizations, in accordance with the Family Educational Rights and Privacy Act and District Policy JRA/JRC.

DISTRICT, SCHOOL AND PROGRAM WEBSITES

As used in this policy, unless otherwise specifically indicated, the term "website" includes all District, school and program websites, all District, school and program web pages, and all websites and web pages developed, maintained and/or used by District employees in connection with their employment. All website content is the property of Poudre School District R-1. Website content, including all written material, pictures, audio and video, shall comply with governing law and with District policies and regulations, and shall be consistent with the District's vision and mission and with Board of Education policies. Every effort shall be made to ensure that all website content is free of spelling and grammatical errors, and that websites only contain links to educationally appropriate material.

The executive director of communications shall have primary responsibility for the organization and design of all District websites and District web pages not associated with a District school, as well as for the organization and design of all websites and web pages developed, maintained and/or used by District employees in connection with their employment not associated with a District school. The content of all District websites and District web pages not associated with a District school and all websites and web pages developed, maintained and/or used by District employees in connection with their

employment not associated with a District school shall be determined and maintained by the department or employee primarily responsible for the subject matter involved.

Each principal shall have primary responsibility for the organization, design and content of all websites and web pages associated with the principal's school, as well as for the organization, design and content of all websites and web pages developed, maintained and/or used by District employees in connection with their employment associated with the school.

District-approved fundraisers may be publicized on District, school and program websites and web pages. Any other endorsement, sponsorship, promotion, marketing or advertising of goods and/or services is only authorized on web pages specifically designated for that purpose by the executive director of communications.

The superintendent shall retain overall responsibility for and authority over all websites, web pages, and their content. In order for the superintendent to fulfill his/her responsibility and exercise his/her authority in this regard, technology support personnel shall have full access at all times to all websites and web pages, which shall include the ability to revise and/or remove any and all content on the websites and web pages. The executive director of information technology shall have primary responsibility for establishing and maintaining the platform and framework of all District, school and program websites.

INTERNET

Technology protection measures that block or filter Internet material that is obscene, child pornography or otherwise harmful to minors, as provided by law, shall be utilized on all District computers and PCDs through which students may gain Internet access.

Technology support personnel may temporarily disable a technology protection measure to enable access to the Internet on a particular computer or PCD by an employee or volunteer for bona fide research or other lawful purposes if approved by the superintendent; an assistant superintendent; the director of curriculum, instruction and assessment; and/or a school principal.

Technology support personnel may temporarily disable a technology protection measure to enable access to the Internet on a particular computer or PCD by a student for bona fide research or other lawful purposes if: (1) approved by the superintendent; an assistant superintendent; the director of curriculum, instruction and assessment; and/or school principal; and (2) the Internet use in connection with the research or other lawful purpose is supervised by a licensed administrator or teacher.

Technology protection measures shall not be disabled to allow employee, volunteer or student Internet access in any case where the executive director of information technology determines that doing so would create an unacceptable risk of malware compromising the District's system.

ACQUISITION, DEVELOPMENT AND MAINTENANCE OF DISTRICT INFORMATION TECHNOLOGY

The acquisition, development and contracted use of District information technology shall be approved in advance by the executive director of information technology in all cases where it needs to be integrated or compatible with existing District information technology and/or an external entity, where it may adversely affect the District's existing information technology, or where it is required to generate information that will be incorporated in or combined with other District information. In all other cases, approval by the executive director of information technology is strongly encouraged prior to the acquisition, development or contracted use of District information technology. Depending on the circumstances, the information technology department may not be responsible for the service, repair or replacement of District information technology acquired or developed without advance approval by the executive director of information technology.

Adopted by Board: January 27, 1997

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Revised by Superintendent: October 31, 2011

Revised by Superintendent: March 2, 2015

LEGAL REFS:

20 U.S.C. 1232g

47 U.S.C. 254(h)

C.R.S. 22-9-109

C.R.S. 22-87-101 et seq.

C.R.S. 24-6-402(2)(d.5)(II)(E)

C.R.S. 24-72-201 et seq.

C.R.S. 24-80-101 et seq.

CROSS REFS:

EHB, Records Retention

GBEE, Employee Use of District Information Technology

GBEBD, Employee Communications

JRA/JRC, Student Records/Release of Information on Students

JS, Student Use of District Computers, E-mail and Internet Access

KDB, Public Inspection and Copying of District Records

KHB, Advertising