

Electronic Communication

All electronic communication systems owned by Mapleton Public Schools (the “District”) are intended for the purpose of conducting official District business only. District electronic communication systems are not intended for personal use. Employees should have no expectation of privacy when using District electronic communication systems.

Electronic communication is the transmittal of a communication between two or more computers or other electronic devices, whether or not the message is converted to hard copy format and whether or not the message is viewed upon receipt. Electronic communication includes all electronic messages that are transmitted through a local, regional, or global computer network.

Electronic communication sent or received by the Board of Education (the “Board”), the District, or District employees may be considered a public record subject to retention under state or federal law. Such electronic communication may also be subject to public disclosure or inspection under the Colorado Open Records Act.

Whenever the District is a party in litigation, or reasonably anticipates being a party in litigation, Board members and District employees in possession of electronic documents, e-mail, and/or other evidence relevant to the litigation or reasonably anticipated litigation shall retain all such documents, e-mails, and other evidence until otherwise directed by the Superintendent or designee.

To ensure compliance with applicable law and District policy, the District retains the right to review, store, and disclose all information sent over the District electronic communication systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation, and to access District information in the employee's absence.

All electronic communications that are public records sent or received by the District, shall be stored in the District's records management system. Public records are those that evidence the District's functions, policies, decisions, procedures, operations, or other activities of the District or that contain valuable District data.

Electronic communications on District computers or District electronic communication systems shall be retained only as long as necessary. Such electronic communication shall be deleted on a routine basis unless otherwise required to be retained by District policy or State or federal law.

The custodian of records for the District shall assist the public in locating any specific public electronic records requested and shall provide public access to public electronic records in accordance with state law. The District's records custodian shall also be

responsible for assisting the schools and other sites in complying with record retention requirements.

District employees shall be subject to disciplinary action for violation of this policy and regulation.

Adopted January 22, 2013, by the Board of Education for Mapleton Public Schools.

LEGAL REFERENCES:

C.R.S. § 24-72-203(1)(b)(I) (*must adopt policy on retention, archiving, and destruction of public electronic records*)

C.R.S. § 24-72-204.5 (*must adopt policy on monitoring e-mail*)

C.R.S. §§ 24-80-101 *et seq.* (*State Archives and Public Records Act*)

CROSS REFERENCES:

EHB: Records Retention

GBEE: Staff Use of Internet and Electronic Communications

GBJ: Personnel Records/Files

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

JS: Student Use of Internet and Electronic Communication

KDB: Public's Right to Know/Freedom of Information