

ACCEPTABLE COMPUTER USE POLICY FOR DISTRICT STAFF

(BP/AR 4040 – Employee Use of Technology)

Acceptance

By signing for the Employee Mandated Notification Handbook, I acknowledge that I have read the Redlands Unified School District Acceptable Computer Use Policy for District Staff (below). I agree to use school computers in an appropriate manner, and to take responsibility for supervising students using the computers.

DISTRICT EMAIL SYSTEMS

E-mail is a critical mechanism for communications at the Redlands Unified School District. However, use of the Redlands Unified School District's electronic mail systems and services are a privilege, not a right, and therefore must be used with respect and in accordance with the goals of the Redlands Unified School District.

The objectives of this policy are to outline appropriate and inappropriate use of the Redlands Unified School District's e-mail systems and services in order to minimize disruptions to services and activities, as well as comply with applicable policies and laws.

Scope

This policy applies to all e-mail systems and services owned or operated by the Redlands Unified School District, all e-mail account users and holders at the Redlands Unified School District, and all company e-mail records.

Account Activation/Termination

E-mail access at the Redlands Unified School District is controlled through individual accounts and passwords. Each user of the Redlands Unified School District's e-mail system is required to agree to the E-Mail Acceptable Use Policy prior to receiving an e-mail access account and password. It is the responsibility of the employee to protect the confidentiality of their account and password information.

Employees of the Redlands Unified School District may be granted access to an e-mail account. E-mail accounts may also be granted to third party non-employees on a case-by-case basis. Persons who may be eligible for a temporary email account could include:

- Contractors
- Contract Employees
- Substitute Employees

A written application for a temporary account must be submitted to the Redlands Unified School District Human Resources Department. All terms, conditions, and restrictions governing e-mail use will apply.

E-mail access will be terminated when the employee or third party terminates their association with Redlands Unified School District, unless other arrangements are made. The Redlands Unified School District is under no obligation to store or forward the contents of an individual's e-mail account after the term of their employment has ceased.

General Expectations of End Users

Important official communications are often delivered via e-mail. As a result, employees of the Redlands Unified School District with e-mail accounts are expected to check their e-mail in a consistent and timely manner so that they are aware of important announcements and updates, as well as for fulfilling role-oriented tasks.

E-mail users are responsible for mailbox management, including organization and cleaning. If a user subscribes to a mailing list, he or she must be aware of how to remove him or herself from the list and is responsible for doing so in the event that their current e-mail address changes.

E-mail users are also expected to comply with normal standards of professional and personal courtesy and conduct.

Appropriate Use

Individuals at the Redlands Unified School District are encouraged to use e-mail to further the goals and objectives of the Redlands Unified School District. The types of activities that are encouraged include:

- Communicating with fellow employees, partners of the Redlands Unified School District, and clients within the context of an individual's assigned responsibilities.
- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
- Participating in educational or professional development activities.

Inappropriate Use

The Redlands Unified School District's e-mail systems and services are not to be used for purposes that could be reasonably expected to cause excessive strain on systems. Individual e-mail use will not interfere with others' use of the Redlands Unified School District's e-mail system and services. E-mail use at the Redlands Unified School District will comply with all applicable laws, all Redlands Unified School District policies, and all Redlands Unified School District contracts.

The following activities are deemed inappropriate uses of Redlands Unified School District systems and services and are prohibited:

- Use of e-mail for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading of computer viruses).

- Use of e-mail in any way that violates the Redlands Unified School District's policies, rules, or administrative orders, including, but not limited to, state laws and School Board policies.
- Viewing, copying, altering, or deletion of e-mail accounts or files belonging to the Redlands Unified School District or another individual without authorized permission.
- Sending of unreasonably large e-mail attachments. The total size of an individual e-mail message sent (including attachment) should be 10 megabytes or less.
- Opening e-mail attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
- Sharing e-mail account passwords with another person, or attempting to obtain another person's e-mail account password. E-mail accounts are only to be used by the registered user.
- Excessive personal use of the Redlands Unified School District e-mail resources. The Redlands Unified School District allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, pre-empt any business activity, or consume more than a trivial number of resources. The Redlands Unified School District prohibits personal use of its e-mail systems and services for unsolicited mass mailings, non-Redlands Unified School District commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.

ELECTRONIC NETWORK ETIQUETTE AND PRIVACY

You are expected to abide by the generally accepted rules of electronic network etiquette. These rules include but not limited to:

- **BE POLITE:** Never send, or encourage others to send, abusive messages.
- **USE APPROPRIATE LANGUAGE:** You are a representative of your school and your district on a public system. Never swear, use vulgarities, or any other inappropriate language.
- **PRIVACY:** Do not reveal the addresses or phone numbers of students or colleagues without written permission.
- **DISRUPTIONS:** Do not use the electronic network in any way that would disrupt the use of the electronic network by others.
- **REPRESENTATION:** Do not originate anonymous messages or represent a message to have been authored by another. All correspondence should be clearly identifiable as to its originator.

Monitoring and Confidentiality

The e-mail systems and services used at the Redlands Unified School District are owned by the district and are therefore its property. This gives the Redlands Unified School District the right to monitor any and all e-mail traffic passing through its e-mail system. While the district does not actively read end-user e-mail, e-mail messages may be inadvertently read by IT staff during the normal course of managing the e-mail system.

In addition, backup copies of e-mail messages may exist, despite end-user deletion, in compliance with the Redlands Unified School District's records retention policy. The goals of these backup and archiving procedures are to ensure system reliability and prevent business data loss.

If the Redlands Unified School District discovers or has good reason to suspect activities that do not comply with applicable laws or this policy, e-mail records may be retrieved and used to document the activity in accordance with due process.

The Redlands Unified School District reserves the right, without advance notice to users of the e-mail systems, to monitor, access copy, or delete any messages stores on any of its e-mail systems. No user of any Redlands Unified School District e-mail system should have an expectation of privacy in its use, in accordance with the California Public Records Act defining e-mail as one of many types of correspondence that qualify as "writings" subject to public inspection.

Employees shall not, during or after the terms of his/her employment, disclose or cause to be disclosed to any third party any information designated as confidential without the prior written permission of the district.

Use extreme caution when communicating confidential or sensitive information via e-mail. Keep in mind that all e-mail messages sent outside of the Redlands Unified School District become the property of the receiver. A good rule is to not communicate anything that you would not feel comfortable being made public. Demonstrate particular care when using the "Reply" command during e-mail correspondence.

Reporting Misuse

Any allegations of misuse should be promptly reported to Redlands Unified School District system administrator. If you receive an offensive e-mail, do not forward, delete, or reply to the message. Instead, report it directly to the Redlands Unified School District system administrator. The Redlands Unified School District assumes no liability for direct and/or indirect damages arising from the use of the Redlands Unified School District's e-mail system and services. Users are solely responsible for the content they disseminate. The Redlands Unified School District is not responsible for any third-party claim, demand, or damage arising out of the use of the Redlands Unified School District's e-mail systems or services.

Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at the Redlands Unified School District. Allegations of misconduct will be adjudicated according to established

procedures. Sanctions for inappropriate use on Redlands Unified School District's e-mail systems and services may include, but are not limited to, one or more of the following:

- Temporary or permanent revocation of e-mail access.
- Disciplinary action according to applicable Redlands Unified School District policies.
- Termination of employment.
- Legal action according to applicable laws and contractual agreements.

INTERNET ACCEPTABLE USE

The goals of this policy are to outline appropriate and inappropriate use of the Redlands Unified School District's Internet resources, including the Internet, electronic mail, the intranet, file sharing websites, and social media resources. Your account provides you with access to electronic networks around the world through these services. Use of these services is subject to the following conditions.

Your Account

Internet access at the Redlands Unified School District is controlled through individual accounts and passwords. Each user of the Redlands Unified School District electronic network is required to read and abide by this Internet policy.

Appropriate Use

Individuals at the Redlands Unified School District are encouraged to use the Internet to further the goals and objectives of the Redlands Unified School District. The types of activities that are encouraged include:

- Communicating with fellow employees, business partners of the Redlands Unified School District, and clients within the context of an individual's assigned responsibilities.
- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
- Participating in educational or professional development activities.

Social Media Use

For the purpose of this policy, social media is defined as web-based or mobile forms of electronic communication through which users create online spaces for sharing information, ideas and content. All official Redlands Unified School District related communication through social media platforms shall comply with established Redlands Unified School District Policies and Procedures for Social Media.

Communication Goals

Redlands Unified School District recognizes the value of social media platforms as an effective means of communication in order to maximize engagement, promote community involvement and inform the public about issues impacting public education. Official Redlands Unified School District social media platforms shall be used only for their stated purposes and in a manner consistent with this policy, and the mission and goals of Redlands Unified School District. In using social media, the Superintendent does not intend to create a limited public forum or otherwise guarantee an individual's right to free speech.

District employees, departments and individuals are expected to use social media as a means to promote and generate topics regarding curriculum and instruction, activities, achievements, organizations, clubs and any other District-related programs, departments and events. Achieving these communication goals requires exercising reason and good judgment as well as an adherence to the following guidelines and conditions.

General Social Media Guidelines

As a District-approved social media administrator, you are, by extension representing Redlands Unified School District. It is important for social media users to be knowledgeable of the laws, liabilities and guidelines associated with such platforms. These guidelines apply to students and staff who make use of social media for educational and work-related purposes and shall be adhered to as outlined in the Redlands Unified School District's Acceptable Use of Technology Policy.

Further, official District and school site social media platforms are considered the property of the District. As a result, users and administrators of social media accounts must provide usernames and passwords to District officials, so that such social media platforms may be monitored and modified by the District, as appropriate.

Additionally, social media platforms have terms and conditions, independent of Redlands Unified School District that users must follow to use these platforms. Please make the time to read, understand and follow those rules accordingly.

Snapchat and social media platforms or functions of social media platforms that allow users to send temporary still or moving images are strictly prohibited.

Currently, the only District-approved social media platforms are Twitter, Instagram and Facebook Pages.

As social media channels continue to evolve, these guidelines will also be subject to modification. Redlands Unified School District staff and students will be notified when these updates are made.

Users who are found to have violated the terms and conditions outlined and established, will be asked to remove their profile.

For further clarification and response, please contact our Community Relations Specialist, at (909) 307-5300 extension 20480.

Basic Responsibilities of Social Media Administrators

- **There shall be at least two (2) account administrators for each social media page/group.** The primary purpose of this condition is to ensure there is an additional account manager that can serve as a substitute in your absence. If you leave your position at the District, site, department, program, etc. of which you are representing on social media, you are expected to relinquish your account to a school site administrator. Social media accounts are property of the District.
- **If you would like to create a new social media account,** you shall contact the District and Community Relations Specialist with the name of your organization/department and the names and email addresses of all administrators for the account. **You shall not create an account until you receive a response approving your request.**
- **If you have already created a social media account or page** as an extension of the Redlands Unified School District and have not yet contacted the District and Community Relations Specialist about this site or platform, you shall contact them directly with the social media account information. Include the URL or handle for the account as well as the email addresses of the administrators connected to this profile.
- **If you plan to edit the name of your social media account, add additional administrators, or close your account,** you shall notify the District and Community Relations Specialist prior to modification or removal so that files can be updated in a timely fashion.
- **Employees shall not have online interactions with students on social networking sites** outside of a district approved official social media platform used only for classroom and/or professional purposes. Employees' social networking profiles and personal blogs should not be linked to students' online profiles. Additionally, employees should use appropriate discretion when using social networks for personal communications and should limit this activity to off-duty hours and the use of their own electronic communication devices. Employees should use only District-provided forms of communication to interact with students and parents, including email and social media.

Content Considerations

- Content shall be posted with the understanding that it may be distributed throughout the Internet and other media channels and be viewed by the general public in perpetuity. Even if a post is deleted or modified, older versions or images of the original versions of a posting may continue to exist.
- Posts shall be focused on furthering the District's mission and communication goals.
- **Content shall be current, accurate and updated on a regular basis.** We have discovered a number of abandoned handles associated with the Redlands Unified School District. These do not serve as appropriate representations of the District as they do not further our mission or communication goals.

- **Social media platforms shall not be used to post detailed policy or procedural information.** Rather, users shall be directed to the official Redlands Unified School District website for such information.
- **Content shall be written in a respectful manner**, and shall not be combative, demeaning, contain profane language or content, or is otherwise negative.
- Be aware of **copyrighted information** (e.g., music, images, video clips, print, etc.). Intellectual property is federally protected. Those who infringe on copyright law are subject to fines and litigation. Posting and redistributing copyrighted materials is strictly prohibited. Social media account administrators are prohibited from posting or redistributing copyrighted material or intellectual property without first obtaining written and expressed permission, as required by law.
- **Content on social media must not violate laws against discrimination or contain material that is unrelated to its stated and intended purpose.** Social media account administrators are strictly prohibited from posting content that depicts injury, violence, or incites individuals to create violence or contains comments that might be considered offensive, racist, bigoted or demeaning. Content that promotes, fosters, or perpetuates discrimination or harassment on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation is strictly prohibited.
- It is impermissible to share comments in support of or opposition to political campaigns or ballot measures.
- It is impermissible to share comments or links to content of a sexual nature.
- It is impermissible to share solicitations of commerce
- Staff or students who publish prohibited content shall be subject to disciplinary action in accordance with updated District Board policies and administrative regulations. Violators shall be referred to law enforcement when deemed necessary.

Protecting Confidential Information

At no time is it acceptable to:

- **Capture, transmit or share still or moving images of students and other minors without clear and explicit permission granted by the only District-approved Media Consent Release.** All students must have a media consent form on file via AERIES Parent Portal. If a parental denial is issued, a student must be excluded from being photographed to honor a parent's right to deny consent.
- **Post confidential or proprietary information about Redlands Unified School District or its students, employees, or alumni.** Employees must follow the applicable federal requirements outlined in the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).

Employees who share confidential information without appropriate authorization do so at the risk of disciplinary action or termination.

- **Include personally identifiable information** that can be used to locate any individual without the person's written permission. This includes an individual's screen name, personal photo, hobbies, identification numbers – such as Social Security numbers or student IDs – addresses and phone numbers (other than authorized business address or business phone number.)
- **Upload, post, transmit, share, or store any private information of any affiliated or unaffiliated third party**, including addresses, phone numbers, email addresses, Social Security numbers, and credit card numbers.
- **Use social media platforms to collect personal information of users.** Most sites' terms and conditions, as well as state and federal laws, impose significant requirements and restrictions on the collection of personal information of users. In the case of minors, significant additional penalties can apply to violators.
- **Post content that could create a security risk for the account holder or the District.** Examples include but are not limited to images of restricted access research areas and information technology facilities.

Third Party Electronic Media Hosting

Employees may use cloud-computing technologies such as Google Docs, Office 365, Blackboard, or similar electronic platforms for posting educational related information for the classroom. In doing so, employees understand and agree that information is being posted on a third-party platform and thus confidential and privileged information should not be disclosed. Further, employees agree that student work should be posted in such a way so as not to compromise student confidential information, including but not limited to information protected under FERPA.

Inappropriate Use

Individual Internet use will not interfere with others' use and enjoyment of the Internet. Users will not violate the network policies of any network accessed through their account. Internet use at the Redlands Unified School District will comply with all Federal and State laws, all the Redlands Unified School District policy, and all of the Redlands Unified School District contracts. This includes, but is not limited to, the following state laws and School Board policies:

- The Internet may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g., spreading computer viruses).
- The Internet may not be used in any way that violates the Redlands Unified School District's policies, rules, or administrative orders. Use of the Internet in a manner that is

not consistent with the mission of the Redlands Unified School District, misrepresents the Redlands Unified School District, or violates any Redlands Unified School District policy is prohibited.

- Individuals should limit their personal use of the Internet. The Redlands Unified School District allows limited personal use for communication with family and friends, independent learning, and public service. The Redlands Unified School District prohibits use for mass unsolicited mailings, access for non-employees to the Redlands Unified School District resources or electronic network facilities, competitive commercial activity unless pre-approved by the Redlands Unified School District, and the dissemination of chain letters.
- Individuals may not view, copy, alter, or destroy data, software, documentation, or data communications belonging to the Redlands Unified School District or another individual without authorized permission.
- Individuals shall not use a district computing asset to actively engage in procuring or transmitting material that content that promotes, fosters, or perpetuates discrimination or harassment based on race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.

Security

For security purposes, users may not share user account or password information with another person. Internet accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to obtain another user's account password is strictly prohibited. Users are required to obtain a new password if they have reason to believe that any unauthorized person has learned their password. Users are required to take all necessary precautions to prevent unauthorized access to Internet services.

Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at the Redlands Unified School District. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use of the Internet may include, but are not limited to, one or more of the following:

- Temporary or permanent revocation of access to some or all computing and networking resources and facilities.
- Disciplinary action according to applicable the Redlands Unified School District policies.
- Legal action according to applicable laws and contractual agreements.

Monitoring and Filtering

The Redlands Unified School District may monitor any Internet activity occurring on the Redlands Unified School District equipment or accounts. The Redlands Unified School District

currently does employ filtering software to limit access to sites on the Internet. If the Redlands Unified School District discovers activities, which do not comply with applicable law or departmental policy, records retrieved may be used to document the wrongful content in accordance with due process.

Disclaimer

The Redlands Unified School District assumes no liability for any direct or indirect damages arising from the user's connection to the Internet. The Redlands Unified School District is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet.

We encourage you to use your Internet access responsibly. Should you have any questions regarding this Internet Acceptable Use Policy, feel free to contact Redlands Unified School District system administrator.

I hereby acknowledge that I have read and understand the Internet Acceptable Use Policy of the Redlands Unified School District. I agree to abide by these policies and ensure that persons working under my supervision abide by these policies. I understand that if I violate such rules, I may face legal or disciplinary action according to applicable law or departmental policy.

I hereby agree to indemnify and hold the Redlands Unified School District and its officers, trustees, employees, and agents harmless for any loss, damage, expense, or liability resulting from any claim, action or demand arising out of or related to the user's use of the Redlands Unified School District owned computer resources and the electronic network, including reasonable attorney fees. Such claims shall include, without limitation, those based on trademark or service mark infringement, trade name infringement, copyright infringement, unfair competition, defamation, unlawful discrimination or harassment, and invasion of privacy.

INFORMATION STORED ON DISTRICT FILE SERVERS

Introduction

Data is one of Redlands Unified School District's most important assets. In order to protect this asset from loss or destruction, it is imperative that it be safely and securely captured, copied, and stored. The goal of this document is to outline a policy that governs how and when data residing on company desktop computers, PCs, PDAs, mobile devices and appliances will be backed up and stored for the purpose of providing restoration capability. In addition, it will address methods for requesting that backed up data be restored to individual systems.

Scope

This policy refers to the backing up of data that resides on individual PCs, notebooks, PDAs, laptop computers, and other such devices to be referred to as "workstations". Responsibility for backing up data on local desktop systems or laptops rests solely with the individual user. It is imperative that end-users save their data to the appropriate media, network space, or home folder outlined in this policy in order that their data is backed up regularly in accordance with company regulations and business continuity plans.

This policy does not cover end-user information that is saved on an electronic network or shared drive, as these are backed up when the servers are backed up.

Data Storage

It is Redlands Unified School District's policy that all district data will be backed up according to this schedule. This includes any district documents such as reports, contracts, e-mails, applications, projects under development, and so on, that reside on end-user workstations. District data, especially works-in-progress, should be saved to your home folder, typically the Microsoft Office 365 One Drive, G Suite Google Docs, Z: or H: drive, located on the district electronic network. This ensures that data will be backed up when the servers are backed up. However, if data is saved on a workstations local drive, then that must be backed up periodically onto storage media such as CD Read/Write disks or some type of removable storage device, such as a mini hard drive, data cartridge, or solid-state memory card. Please do not store personal data on district servers or in your home folder. Personal data may include but is not limited to music files, video files, and picture files.

Data Stored in Microsoft Office 365 and Google G Suite

With the use of Microsoft Office 365 and Google G Suite, end user data is now being stored in 'the cloud' within the Office 365 and G Suite tenants. Data stored in these systems is not backed up using the traditional methods that rely on tape or disk-to-disk backups. Deleted end user created data can be restored by the end user using the Recycle Bin feature, assuming the end user has not emptied the Recycle Bin.

Electronic Network

The Electronic Network, as referred to herein, includes any electronic medium, whether on a desktop, laptop, district issued personal electronic device, internet usage, email usage or other electronic display.

Data Restores

Data will only be restored from a backup tape if there is a data intrusion or files have been corrupted, deleted, or modified. In the event that an end-user requires a data restore, the following policy applies:

1. The individual responsible for overseeing backup and restore procedures is the Redlands Unified School District system administrator. If a user has a restore request, they can contact the district Technology Services Department by phone, sending an e-mail request, or filling out and submitting a request form via the work order management system.
2. In the event of a local data loss due to human error, the end-user affected must contact the district Technology Services Department and request a data restore. The end-user must provide the following information:
 - Name.
 - Contact information.

- Name of file(s) and/or folder(s) affected.
- Last known location of files(s) and/or folder(s) affected.
- Extent and nature of data loss.
- Events leading to data loss, including last modified date and time (if known).
- Urgency of restore.

Depending on the extent of data loss, backup tapes and storage media may both need to be used. Tapes and other media must be retrieved by the server administrator. Data restores must be requested by the department manager or school principal. If the data restore is not urgent, then the end-user affected may be required to wait up to two business days for a time and cost-effective opportunity for the data to be retrieved and restored.

COMPUTING DEVICES AND SOFTWARE

All devices connected to the Redlands Unified School District network and software running on those devices:

- Must be connected, installed, maintained, and upgraded exclusively by authorized Redlands Unified School District technology staff or their designee.
- Must be operated exclusively by a Redlands Unified School District employee or authorized contractor only (and not by family members or friends of the employee).
- All PCs, laptops, tablets and workstations will be secured with a password-protected screensaver with the automatic activation feature set when the host is left unattended according to the Redlands Unified School District policy in compliance with BEST NET consortium standards.
- All devices will be continuously executing approved Redlands Unified School District virus scanning, spyware scanning and ad-ware scanning software.
- Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, malware, ransomware or other malicious code and applets.
- All activity involving the use of the Redlands Unified School District network, devices attached to that network, or software installed on those devices may be monitored by Redlands Unified School District at any time without prior notice.
- All data and information stored on any device owned by the Redlands Unified School District is the property of the Redlands Unified School District
- Personally owned devices can be used for email access only with the express permission of the Supervisor. Redlands Unified School District assumes no responsibility for the use of personal devices while on or using the Redlands Unified School District network.

- Employees are not to store Redlands Unified School District data of any kind on their personal devices.
- All software used by employees or recommended for student use by employees (including free apps) must have contracts that comply with the requirements of AB1584/Ed Code 49073.1 to ensure the ongoing security and privacy of student and staff personally identifiable information.

STUDENT DATA HANDLING (COMPLIANT WITH THE FAMILY EDUCATION RIGHTS PROTECTION ACT- FERPA)

Collection

Sensitive information from a student's record should only be accessed under the following circumstances:

- Is it required as part of a staff member's job duties?
- There a method for protecting this information once it is collected (eg. locked in a cabinet, file encryption, pass-protected file storage).
- The information is destroyed, permanently deleted, or returned once it is no longer in use.

Retention

Sensitive information that has been collected should only be retained under the following circumstances:

- Is it necessary to perform the employee's scope of work?
- There is no other way of safely accessing the information from an alternative, safe storage method.
- There is no way of accessing the information from the primary school source, rather than creating another copy that will require special attention to protect.

Storage

If you must store the sensitive information you have collected, employee must:

- Make sure that the student record information you are storing in an electronic format is appropriately secured.
- Never store this information on personal storage devices, such as personal flash drives/discs, home computers, external email, or external online storage services.
- Verify that the file server is secured.
- Ensure that all paper student records are appropriately access-controlled.

- Log off or lock their workstation when not in use.

Use

When using the sensitive information you have accessed:

- Never use student record information for personal gain or profit, for the gain or profit of others, to satisfy curiosity, or to engage in academic, personal, or research misconduct.
- Use student record information only for the purpose for which it was accessed or collected.
- Immediately report any misuse of student record information to your supervisor.

Transmission

Before transmitting sensitive information electronically:

- FERPA-protected data should not be sent via email, text, or Instant Message **unless** it is encrypted or pass-protected.
- Be careful not to forward or reply to emails which are sent to you containing sensitive data without removing such data prior to transmission.