Central Islip Union Free School District

Board of Education & School District Policy Book
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Section	Section Title	Type
8000	Support Services	Local
Policy	**Policy Title**	
8630	Computer Resources and Data Management	

The Board of Education recognizes that computers are a powerful, valuable education and research tool, 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 Boards' expectations in regard to these different aspects of the district's computer resources.

General Provisions

The Director of Instructional Technology will oversee the use of district computer resources. He/She 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 Director of Instructional Technology, working in conjunction with the purchasing agent for the district, 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 Assistant Superintendent for Education and Administration, working with the Director of 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 regulations,

as well as the district's Policy #4526, Policy for District Technology. Failure to comply may result in disciplinary action, as well as suspension and/or revocation of computer access privileges.

The use of the district's computer resources 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 the 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 Assistant Superintendent for Education and Administration, working with the

Director of Instructional Technology and the district's business official, shall establish procedures governing management of computer records. All policies include locally stored files as well as any cloud-based files (including but not limited to any files within web-based programs, Office 365 and OneDrive, and any student files stored in any personal cloud services such as Google Drive, DropBox, iCloud, or etc.).

The procedures will address:

- passwords,
- system administration,
- separation of duties,
- remote access,
- encryption,
- user access and permissions appropriate to job titles and duties,
- disposal of computer equipment and resources (including deleting district data or destroying the equipment),
- inventory of computer resources (including hardware and software),
- data back-up (including archiving of e-mail),
- record retention, and
- disaster recovery plans and notification plans.

The district currently contracts with Network Outsource as a third-party on-site computer vendor. The Superintendent, in consultation with Network Outsource will ensure that all agreements address 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 available to staff and students.

Adoption date: November 14, 2011
Revision date: April 11, 2016

Cross Reference:
1120, School District Records
4526, Policy for District Technology
4526.1, Internet Safety
6600, Fiscal Accounting and Reporting
6700, Purchasing
6900, Disposal of District Property
8635, Information Security Breach and Notification