

## Policy 8630

- Required
- Local**
- Notice

### COMPUTER RESOURCES AND DATA MANAGEMENT

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

#### General Provisions

The Superintendent shall be responsible for designating a Director of Information Technology Services who will oversee the use of district technology and computer resources. The Director of Information Technology Services will prepare in-service programs for the training and development of district staff in technology and computer skills, the appropriate use of computers, and for the incorporation of digital learning and computer use in subject areas.

The Superintendent, working in conjunction with the designated purchasing agent for the District, the Director of Information Technology Services, and the appropriate Assistant Superintendent will be responsible for the purchase and distribution of computer software, applications, 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 Director of Information Technology Services, shall establish regulations governing the use and security of the district's technological resources which process and store data, including but not limited to desktops, laptops, flash drives, cell phones, copiers, fax machines, and scanners. The security and integrity of the district digital network and data is a serious concern to the Board and to the District. 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 policy 4526, Computer Use in Instruction. Failure to comply may result in disciplinary action, as well as suspension and/or revocation of digital network and computer access privileges.

All users of the district's digital and computer resources must understand that use is a privilege, not a right, and that use entails responsibility. Users of the district's digital and computer networks 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 technology and computer network.

### Management of Computer Records

The Board recognizes that since district data is managed by technological tools such as computers, it is critical to exercise appropriate control over digital records, including financial, personnel and student information. The Superintendent, working with the Director of Information Technology Services and the district's business official, shall establish procedures governing the management of digital and computer records taking into account whether the records are stored onsite on district servers or on remote servers in the "cloud". District 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.

If the district contracts with a third-party vendor for digital resources, storage, and computing services, the Superintendent, in consultation with [Director of Information Technology Services Business Official, legal counsel, will ensure that all agreements address the procedures listed above, as applicable.

### Review and Dissemination

Since digital learning and computer technology is a rapidly changing area this policy will be reviewed periodically by the Board and the district's internal and external auditors. The regulation governing appropriate digital resource and computer use will be distributed annually to staff and students and will be included in both employee and student handbooks and Acceptable Use Policies.

Cross-ref: 1120, School District Records  
4526, Computer Use for Instruction  
4526.1, Internet Safety  
5500, Student Records  
6600, Fiscal Accounting and Reporting  
6700, Purchasing

6900, Disposal of District Property  
8635, Information Security Breach and Notification

Adoption date: 06-23-20