

COMPUTER RESOURCES AND DATA MANAGEMENT

The Board of Education recognizes that computers are a powerful and valuable education and research tool and 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 Superintendent shall be responsible for designating the district's Technology Coordinator to oversee the use of district computer resources. The district's Technology Coordinator, in conjunction with the ~~Staff Development Coordinator~~ **Superintendent or designee** and the instructional team, 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 area.

The Superintendent, working in conjunction with the School Business ~~Administrator~~ **Official** and the district's Technology Coordinator, 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 modified annually to reflect changing technology and/or district needs.

The Superintendent, working with the district's Technology Coordinator, shall establish regulations governing the use and security of the district's computer resources. The security and integrity of the district's 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 regulation, as well as the district's Network & Internet Acceptable Use Policy and Regulation (4526 & 4526-R). Failure to comply may result in disciplinary action, as well as suspension and/or revocation of computer access privileges.

All users of the district's computer resources must understand that use 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 Superintendent, working with the district's Technology Coordinator and the

district's School Business ~~Administrator~~ **Official**, shall establish procedures governing management of computer records. The procedures will address:

- Passwords
- System administration
- Separation of duties
- Remote access
- Data back-up (including archiving of e-mail)
- Record retention
- Disaster recovery plans
- **Encryption**

Review and Dissemination

Since computer technology is a rapidly changing area, it is important that this policy be reviewed periodically by the district's Technology Coordinator, as well as the district's external auditor. The regulation governing appropriate computer use will be distributed annually to staff and students and will be included in both employee and student handbooks.

Cross-Ref.: 1120, School District Records
 4526, Network & Internet Acceptable Use
 4526-R, Network & Internet Acceptable Use
 4528-R, Network Security Guidelines
 6600, Fiscal Accounting and Reporting
 6700, Purchasing
 8635, Information Security Breach and Notification

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