



EHA - DISTRICT INFORMATION TECHNOLOGY

As used in this policy, “District information technology” includes District computers, personal communication devices (“PCDs”), e-mail and Internet access. As used in this policy, the term “computer” includes all District computers, computer systems and networks, computer hardware and associated peripheral equipment, and software purchased, licensed or developed by the District. As used in this policy, “personal communication device” or “PCD” includes all District cell phones, smart phones, tablets, cameras, audio/video recorders, audio/video players, and other hand-held electronic

RETENTION, CONFIDENTIALITY, INSPECTION AND MANAGEMENT OF ELECTRONIC RECORDS

District records in electronic form shall be retained in accordance with the retention requirements specified in District Policy EHB. The information technology department shall purge student e-mail at the end of each school year, unless otherwise required by law or District policy, or dictated by District needs.

The confidentiality of all student education records and personally identifiable information shall be maintained in accordance with the Family Educational Rights and Privacy Act, Colorado Open Records Act and District Policy JRA/JRC. The confidentiality of all personnel file information shall be maintained in accordance with the Colorado Open Records Act and District Policy GBJ. In order to help ensure the confidentiality of such student and personnel information and to protect against identity theft, the executive director of information technology shall establish rules governing the types of student, employee and volunteer information that may not be downloaded onto District computers, PCDs and other portable technology, third-party servers and cloud-based resources.

District electronic public records not protected by confidentiality or privilege, as provided by law, shall be subject to inspection and copying by members of the public in accordance with the Colorado Open Records Act and District Policy KDB. Electronic student education records shall be subject to inspection by a student's parent/guardian, and by other persons and organizations, in accordance with the Family Educational Rights and Privacy Act and District Policy JRA/JRC.

DISTRICT, SCHOOL AND PROGRAM WEBSITES

As used in this policy, unless otherwise specifically indicated, the term "website"

employment not associated with a District school shall be determined and maintained by the department or employee primarily responsible for the subject matter involved.

Each principal shall have primary responsibility for the organization, design and content of all websites and web pages associated with the principal's school, as well as for the organization, design and content of all websites and web pages developed, maintained and/or used by District employees in connection with their employment associated with the school.

District-approved fundraisers may be publicized on District, school and program websites and web pages. Any other endorsement, sponsorship, promotion, marketing or advertising of goods and/or services is only authorized on web pages specifically designated for that purpose by the executive director of communications.

The superintendent shall retain overall responsibility for and authority over all websites, web pages, and their content. In order for the superintendent to fulfill his/her responsibility and exercise his/her authority in this regard, technology support personnel shall have full access at all times to all websites and web pages, which shall include the ability to revise and/or remove any and all content on the websites and web pages. The executive director of information technology shall have primary responsibility for establishing and maintaining the

ACQUISITION, DEVELOPMENT AND MAINTENANCE OF DISTRICT INFORMATION TECHNOLOGY

The acquisition, development and contracted use of District information technology shall be approved in advance by the executive director of information technology in all cases where it needs to be integrated or compatible with existing District information technology and/or an external entity, where it may adversely affect the District's existing information technology, or where it is required to generate information that will be incorporated in or combined with other District information. In all other cases, approval by the executive director of information technology is strongly encouraged prior to the acquisition, development or contracted use of District information technology. Depending on the circumstances,