

SECTION 600 – SUPPORT SERVICES

TECHNOLOGY SERVICES

POLICY 607

ARTICLE 1 AUTHORIZATION

- A. Technology Services shall be provided for purchasing, maintaining, and repairing of computers, computer equipment and systems, and communications systems.
- B. An Educational Technology-Information Literacy Plan shall be developed every three years, reviewed annually, and revised as necessary to assure clear direction and adequate planning for the purchase of technology tools (hardware and software), and the use of these tools for instruction, management, operations, District technology goals and objectives, professional development, evaluation and administration. The Educational Services Director and Technology Director shall share responsibility for this plan.
- C. Services of specialists may be contracted as necessary within budget parameters established by the Board.

ARTICLE 2 STAFF

- A. A Technology Director shall be employed to direct Technology Services. The Technology Director shall report to the Superintendent. He/she shall supervise specialists employed to provide technology services. A job description for the Director shall be on file in the District Personnel Office.
- B. A Technical Communications Director shall be employed to oversee all phone and electronic communication systems including the District e-mail system (GroupWise), Immediate Response Information System (IRIS), emergency radios, and websites. A job description for the Director shall be on file in the District Personnel Office.
- C. Technology specialists and/or assistants may be employed as needed based upon a determination of the Technology Director and the Superintendent, within budget parameters established by the Board of Education. Job descriptions, including qualifications, for each Technology Services position shall be on file in the District Personnel Office.

ARTICLE 3 ELECTRONIC COMMUNICATIONS

- A. Electronic communication is the transmittal of a communication between two or more computers or other electronic devices, whether or not the message is converted to hard copy format and whether or not the message is viewed upon receipt. Electronic communication includes all electronic messages that are transmitted through a local, regional or global computer network.
- B. All District electronic communication systems are owned by the District and are intended for the purpose of conducting official District business only. District electronic communication systems are not intended for personal use by District employees. Employees shall have no expectation of privacy when using District electronic communication systems.
- C. Electronic communication sent or received by the Board of Education, the District or District employees may be considered a public record subject to retention under state or federal law. Such electronic communication may also be subject to public disclosure or inspection under

References:

C.R.S. 22-32-109 (1) (b) Policies for Efficient District Administration
C.R.S. 22-32-109 (1) (f) (I) Employ Personnel to Maintain Operations
C.R.S. 24-72-203(1)(b)(I) Retention, archival and destruction of electronic records
C.R.S. 24-72-204.5 Monitoring of electronic mail
C.R.S. 24-80-101 et seq. State Archives and Public Records Act

Adopted 04/02/03, 12/08/08

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the Colorado Open Records Act. Whenever the District is a party in litigation or reasonably anticipates being a party in litigation, Board members and district employees in possession of electronic documents, e-mail and/or other evidence relevant to the litigation or reasonably anticipated litigation shall retain all such documents, e-mails and other evidence until otherwise directed by the Superintendent or designee.

- D. To ensure compliance with applicable law and District policy, the District retains the right to review, store and disclose all information sent over the District electronic communication systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation and to access District information in the employee's absence.
- E. Upon sending or receiving an electronic communication, all users shall segregate or store those communications that are public records. Public records are those that evidence the district's functions, policies, decisions, procedures, operations or other activities of the District or that contain valuable District data.
- F. Electronic communication on District computers or District electronic communication systems shall be retained only as long as necessary. Such electronic communication shall be deleted on a routine basis unless otherwise required to be retained by District policy or state or federal law.
- G. The Director of Technical Communications shall assist the public in locating any specific public electronic records requested and shall provide public access to public electronic records in accordance with state law.
- H. District employees may be subject to disciplinary action for violation of policy or law related to electronic communications.

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