Administrative Procedures

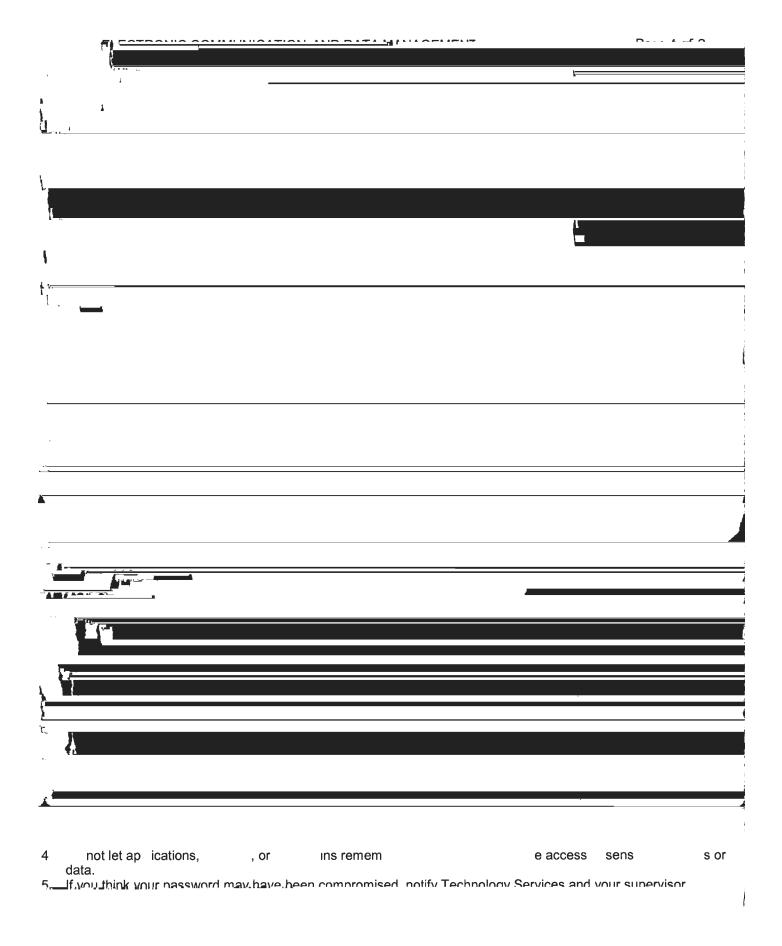
Judson Independent School District

C - Business and Support Services No. 2 C2
Page 1 of 8 Attachment(s):
August 20, 2018

ELECTED NICCOMMINICATION AND DATA MANAGEMENT		
		
177	·	
	$\overline{\lambda}$	
	1. de le le la Collega Distriction de la Collega de la col	
i		
*** ***		
 ;	·	
7 1 =		
ì	·	
-		
í,		
8 ==		
Ľ		
_		

CONDUCT ON THE SYSTEM The system was in whose name a system associationically will be reapposible at all times for its properties.







distribution groups require authorized access that can be obtained by filling out *Form C2-B: Request for Exchange Distribution Group Access*.

- 9. Requests for confidential personal information on students or staff members should not be honored via email. It is critical for a personal contact to be made with any individual requesting confidential personal information. This relates particularly to any requests for student grades, discipline, attendance, employee addresses, social security numbers, health data or related information. At no time should confidential information ever be sent to a non-Judson ISD email address, without being encrypted by Technology Services.
- 10 Capitally information with an nanounced about not be continuously omail for any recoon

' res

Judson ISD starting no later than July 1, 2009, the District will begin a "retain all" approach to any employee email sent or received. All employee email will be archived on an appliance dedicated to the task. Email will be retained on the appliance hard drive for a period of at least 3 years for all Judson ISD staff. Additionally, all email will be stored on politorable tone for a noticed of 7 years covering most retention rules established by the Tayas State I intervand يتغ

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT Business and Support Services No. 2

MONITORING OF DISTRICT TECHNOLOGY RESOURCES

C2

Electronic and transmissions attended to transmission and transmission and transmistance of the second state of the second sta	buratudanta and
Ĩ	1 (
	i e
- !-	
	,
for the second s	
	(\
	;
<u> </u>	
	<u>, </u>
<u> </u>	
•	
	4
	•
employees shall not be considered private. Monitoring can occur while engaging in routine minternal investigations, preparing responses to requests for public records, administering sys	naintenance, carrying out
messages data or files to law enforcement authorities. Monitoring can occur at any time to	ensure appropriate use
The District reserves the right to monitor access to and use of email, instant messaging, the	Internet or other network
	*
- ,	
	i
K.	•

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, والمقالين والمقاربين والمعارض the state of the s _£ 11_ _ The District will appropriately with level of the or federal officials in any investigation appropriate or relating to mission of