

Administrative Procedures

Judson Independent School District

C - Business and Support Services No. 2 C2

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August 20, 2018

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

Judson Independent School District provides the technology resources to its students, staff, contractors, consultants,

CONDUCT ON THE SYSTEM

[REDACTED]

1. The system user is whose name a system account is issued will be responsible at all times for its proper use.

[REDACTED]

2. System users are asked to delete electronic mail or outdated files on a regular basis following document

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

4. Do not let applications, , or ins remember e access sens s or data.

5. If you think your password may have been compromised, notify Technology Services and your supervisor.

[REDACTED]

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. Security information such as passwords should not be sent via email for any reason.

3. **Retention Policies**

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 a separate tape for a period of 7 years, covering most retention rules established by the Texas State Library and

[REDACTED]

Archiving of information. These will be stored off site in a secure vault for protection and/or investigatory purposes. If

[REDACTED]

[REDACTED]

MONITORING OF DISTRICT TECHNOLOGY RESOURCES

Electronic mail transmissions, other electronic communication and use of computer systems by students and

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

employees shall not be considered private. Monitoring can occur while engaging in routine maintenance, carrying out internal investigations, preparing responses to requests for public records, administering systems, or disclosing 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

[REDACTED]

[REDACTED]

[REDACTED]

Opinions, advice, services, and all other information expressed by system users, information providers, service providers,

[REDACTED]

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8/27/2018

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of

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