

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

PROPERTY
7540.06 / Page 1 of 1

DISTRICT-ISSUED STAFF DIGITAL COMMUNICATION SYSTEM ACCOUNTS

The Board is committed to the effective use of the Digital Communication System by all District staff and Board members in the conduct of their official duties. This policy, as well as any guidelines developed pursuant to it is intended to establish a framework for the proper use of digital communication system as an official business tool.

Public Records

The District complies with all Federal and State laws pertaining to digital communication system. Accordingly, digital communication written by or sent to District staff and Board members may be public records or education records if their content includes personally identifiable information about a student.

State and Federal law exempt certain documents and information within documents from disclosure, no matter what their form. Therefore, certain digital communications may be exempt from disclosure, or it may be necessary to redact certain content in the e-mails before the digital communications are released pursuant to a public records request, the request of a parent or eligible student to review education records, or a duly served discovery request.

Digital communications written by or sent to District staff and Board members by means of their private digital communication system account may be public records if the content of the digital communication concerns District business or education records if their content includes personally identifiable information about a student. Consequently, staff shall comply with a District request to produce copies of digital communication in their possession that are either public records or education records, or that constitute ESI that is subject to a Litigation Hold, even if such records reside on a computer owned by an individual staff member, or are accessed through a digital communication system account not controlled by the District.

Retention

Pursuant to State and Federal law, digital communications that are public records or education records, and digital communications that are subject to a Litigation Hold shall be retained.

Unauthorized Digital Communication System

Unauthorized use of the network in connection with the transmission of unsolicited bulk digital communications, including the transmission of counterfeit digital communications, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

The District retains the right to monitor or access any District digital communication system accounts at any time. Users should not expect that their communications sent or received through the District digital communication system will remain confidential and personal.

© NEOLA 2023

Board Approved 6/9/14; TC 2/14/2022; 6/26/2023

Adoption Resolution 10/13/14