

received and/or stored through the use of District information technology as required under the Colorado Open Records Act and District Policy GBJ.

Confidential student and personnel information shall not be stored on personally owned computer, PCD or other electronic storage device. Such confidential information shall also not be stored on any electronic transmission or storage technology owned, controlled or operated by a third party unless expressly authorized by the executive director of information technology. Employees are subject to rules established by the executive director of information technology governing the types of student, employee and volunteer information that may not be downloaded onto District laptop computers, PCDs and other portable technology.

Employees shall ensure that confidential student and personnel information is disclosed to persons and organizations outside the District only as authorized by law and by District policies and regulations, and that such confidential information is disclosed within the District only to officials having a legitimate educational or supervisory interest in it.

RETENTION AND INSPECTION OF ELECTRONIC RECORDS

Employees shall ensure that all District electronic public records for which they are responsible are retained in accordance with the retention requirements specified in District Policy EHB. Such electronic public records not protected by confidentiality or privilege, as provided by law, are subject to inspection and copying by members of the public under the Colorado Open Records Act and District Policy KDB. Electronic

by other persons and organizations, as provided under the Family Educational Rights and Privacy Act and District Policy JRA/JRC.

PROHIBITED USES

Employees shall not use District information technology to generate, send, receive or store communications, documents, data, software or other information that:

contains sexually oriented content or pornography, in either written or picture form,

harasses, bullies, threatens or promotes violence against another person or classification of persons;

concerns the commercial purchase or sale of goods and/or services, or any commercial transaction or advertising related to the employee interests or profit;

constitutes plagiarism;

defames another person or classification of persons;

CROSS REFS:

EHA, District Information Technology

EHB, Records Retention

GBEBD, Employee Communications

GBJ, Personnel Records and Files

JRA/JRC, Student Records/Release of Information on Students

JS, Student Use of District Information Technology

KDB, Public Inspection and Copying of District Records