

## **Electronic Communications System**

### **General District Responsibilities**

1. The superintendent will serve as coordinator to oversee the district's electronic communications system.
2. The district will cooperate fully with local, state or federal officials in any investigation concerning or relating to misuse of the district's electronic communications system.
3. The district may computer hardware provide at home access for students and staff who have their own to the district's system.

### **General Building Principal Responsibilities**

1. System administrator will not intentionally inspect the contents of electronic mail sent by a system user to an identified addressee or disclose such contents to other than the sender unless required to do so by law, policies of the district or to investigate complaints regarding electronic mail which is alleged to contain defamatory, inaccurate, abusive, obscene/profane, sexually oriented, threatening, offensive or illegal material.
2. The principal maintain the individual will serve as a building level coordinator to school's electronic communications system.
3. The principal will be designated the responsibility for disseminating and interpreting district policy and administrative regulations governing use of the district's system at the building level with all system users.
4. The principal will provide employee training for proper use of the system and will ensure staff supervising students using the district's system provide similar training to their students, including copies of district policy and administrative regulations governing use of the district's system.
5. The principal may monitor or examine all system activities as deemed appropriate to ensure proper use of the system.
6. The principal will determine which information groups accessible to staff and students as part of the district's electronic communications system are most applicable to the curricular needs of the district and may restrict access to only those groups.
7. The principal may establish a retention schedule for electronic messages and remove messages posted locally that are deemed to be inappropriate.

8. The principal may set quotas for disk usage on the system. A system user who remains in noncompliance of disk space quotas after seven calendar days of notification may have their files removed by the building principal. System users may request their quota be increased by submitting a written request to the principal stating the need for the quota increase
9. The principal will ensure all student and non-school users of the district's system complete and sign an agreement to abide by district policy and administrative regulations. All such agreements will be maintained on file in the district office.

### **System Access**

The following individuals are authorized to use the district's system:

1. All district employees;
2. Students in grades K-12. Students may be granted an account for up to one academic year at a time. K-12 teachers may apply for a class account. The teacher is ultimately responsible for use of the account and is required to maintain password confidentiality by not giving their password to students. All passwords should be changed frequently;
3. Nonschool persons who request guest accounts. Guest account requests may be made to the principal. Requests may be granted on a case-by-case basis consistent with the district's mission and goals and as needs and resources permit.

Students completing required course work on the system have first priority to district equipment after school hours.