

## Data Management Procedures

### Security

All buildings which house computers will be protected with electronic security systems. User names and passwords will be required to prevent access from unauthorized use. Passwords will be changed every six months to maintain security and will be administered by the system technician for the district/school network. The system technician will remove individual user access when personnel changes occur. Central Office systems will be backed up by tape daily and stored off site at least weekly for disaster recovery and archival purposes. All computers will have server/desktop virus protection including an antivirus to scan all emails coming into and out of the district email server. System technology staff will wipe hard drives with data destruction utility software before any computer is removed from the inventory. **The district will accept data destruction certificates from reputable recycling vendors.**

### Technology Planning, Purchasing, and Monitoring

A technology plan will be developed which will include planning for current and future needs at the school/system levels. Central office staff will survey needs annually and submit requests to the director of schools. These will be considered in the annual budget process. Software and other network/equipment needs will be replaced as warranted and fiscally feasible.

### Email Retention Policy

All email sent to or received by the district email server (mail.greenek12.org **or current email domain**) will be archived and stored at the District Central Office for a period of 6 months or 180 days whichever comes first. Any requests for access to the email archive will not be permitted unless formally approved by the Director of Schools in writing. If the school system becomes aware of an instance in which a lawsuit is likely to occur, then e-mail will be retained from that point forward if it pertains to the reported lawsuit. These specific emails will be retained until the issue is resolved or litigation is concluded. Once the district is notified of an impending lawsuit, then all electronic communication regarding the situation is expected to cease and resort strictly to paper communication.