INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Technology, Local Area Network, and Internet Policy

Policy O-07

Policy: The purpose of this policy is to define the responsibilities and appropriate use of the Indiana School for the Blind and Visually Impaired (ISBVI) computer technology, including the Local Area Network (LAN), internal electronic mail (E-mail), and the Internet for employees, contractors, volunteers, and students. Technology is an essential tool for academic and vocational success, especially for students who are visually impaired. This policy ensures that technology is used appropriately and that misuse results in consequences.

ISBVI Policy Objectives:

1. **Encourage Technology Use:** Promote the use of technology as an essential tool in the classroom and workplace.
2. **Accessibility:** Ensure that technology is accessible to all users, including making adaptations and accommodations for persons with disabilities to allow full access and benefit for staff members
3. **Supervision:** Supervise the use of technology to ensure appropriate use.
4. **Acknowledgment and Training:** Require acknowledgment of receipt and training on this policy and accompanying directives and procedures.

User Responsibilities:

1. **Appropriate Use:** Use assigned technology, LAN, or Internet only for official state business or learning activities consistent with job or school responsibilities. Personal use is allowed if it is infrequent, short, does not interfere with duties, and is not for financial or personal gain.
2. **Authorized Software:** Use only software owned, licensed, or evaluated by ISBVI.
3. **Security:** Do not engage in unauthorized access or jeopardize LAN or Internet security.
4. **Clarification:** Seek written clarification and approval before proceeding with uncertain activities.
5. **Disciplinary Action:** Understand that inappropriate use may result in disciplinary action and potential prosecution.
6. **Public Disclosure:** Be aware that all information on the LAN or Internet may be subject to public disclosure.
7. **Monitoring:** Acknowledge that the State has the right to monitor LAN and Internet use.
8. **Reporting Misuse:** Report misuse of the LAN or Internet to a school administrator.

Specific Provisions:

1. **Email Use:** Staff must use the school email system for all external communications unless authorized by the IT Director. Staff may access personal email for appropriate use but must not convey sensitive or confidential information through personal email.
2. **Encryption:** All emails and files containing regulated Personally Identifiable Information (PII), such as names, Social Security Numbers (SSN), and associations, must be encrypted using available tools to protect private information.
3. **Removable Media:** Use of removable media for sensitive or confidential information is restricted and must be authorized and encrypted.
4. **Password Security:** Passwords must not be shared and must be changed if a breach occurs.
5. **Procurement Process:** All software and services, whether premium or free, must first be approved by IT and then follow the proper procurement process with the Business Office before implementation. Unauthorized procurement and implementation of software or services are prohibited.
6. **Third-Party Sites:** Users must not use their school email addresses as account names and/or school passwords on third-party sites to avoid compromising network security.
7. **Ownership of Services:** Non-IT administrators must not establish themselves as the key contact, phone, or email for services that are school assets. All such services must be registered under the IT department or a designated high-level administrator to ensure continuity and control.
8. **Privilege of Use:** Use of ISBVI technology is a privilege, not a right, and may be revoked for inappropriate use.
9. **Network Etiquette:** Users must follow the accepted rules of network etiquette.

Compliance and Training: The ISBVI Superintendent will ensure compliance by:

1. **Developing Directives:** Developing directives and procedures to implement this policy.
2. **Providing Notice:** Providing written notice and documenting awareness and receipt of this policy.
3. **Training:** Providing initial and ongoing training on this policy and accompanying directives and procedures.

Email Retention and Records Management:

1. **Retention Categories:** Emails are categorized as transitory, less than permanent, or permanent/archival. Transitory emails can be deleted, while others must follow retention schedules.

2. **Transitory Records:** Include casual, routine, or personal communications and can be deleted.
3. **Duplicate Records:** Information sent to multiple recipients is considered duplicate and only the sender needs to retain the original.
4. **Retention Compliance:** Follow state and federal guidelines for email retention, ensuring records are retrievable and interpretable for the required retention period.

Legal References:

- **Indiana Code 5-14-3:** Access to Public Records Act
- **Federal Records Act:** As amended
- **Children's Internet Protection Act (CIPA)**
- **Individuals with Disabilities Education Act (IDEA) 2004 (20 U.S.C. 1400 et seq.)**

Revised: 5/12/25

ISBVI Superintendent: _____ **Date:** _____

ISBVI Board Chair: _____ **Date:** _____