

<b>BLOOMSBURG AREA SCHOOL DISTRICT</b> <b>Policy Manual</b>
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Section: ADMINISTRATIVE EMPLOYEES

Title: EMPLOYEE DEVICE SECURITY PROCEDURES AND TRAINING

Date Adopted: 16 March 2015

Date Last Revised:

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### **352. EMPLOYEE DEVICE SECURITY PROCEDURES AND TRAINING**

#### **Procedures**

The Superintendent shall establish and enforce procedures for District employees relative to the District-Issued Device computers (“District-Issued Devices”). These procedures must comply with all applicable federal and state law including any court orders in effect. These procedures shall cover the following areas:

1. Responsibilities of District personnel.
2. Issues concerning remote access and device tracking.
3. Privacy of Student Information.
4. Forensics and device searches.

#### **Training**

District Administrators, Teachers, Computer Technicians, and Building Administrators shall be trained in awareness of all current central policies and procedures involved with District-Issued Devices. This training shall be designed and implemented to ensure that trained staff clearly understand how to respond to student concerns and the relative obligations and responsibilities of the District and the students to whom Devices have been issued.

There are four groups that will be included in this training:

1. Computer Technicians – This includes personnel involved in the operations, maintenance and distribution of District-Issued Devices.
2. Administrative Employees – This includes all central administrative staff that are involved in one way or another with the District-Issued Devices.
3. Principals and Assistant Principals.
4. Teachers – This includes teachers with direct involvement with District-Issued Devices.

The Superintendent shall advise the Board when employee trainings are scheduled to be conducted and shall report to the Board periodically, but no less than annually, regarding the nature and extent of the training.

Cross References:

Policy No. 252B, BASD-Net and District-Issued Devices: Student Use, Rights and Responsibilities

Local Board Procedures No. 009, District-Issued Device Responsibility Chart

Policy No. 893, Remote Access, Monitoring and Tracking of District-Issued Devices