

### **ACCEPTABLE USE OF FILE SHARING TECHNOLOGY**

Employees and students may choose to use file sharing/storing technology (Google Docs, Ever Note, etc.) in connection with school learning or business. Individuals who choose to use such technology are required to follow all other district technology and acceptable use protocols, as well as adhere to the specific guidelines in this policy.

Individuals using file sharing/storing technology in connection with their association with the district are expressly prohibited from using the technology in a malicious manner or in any way which violates this or other district policies.

The Instructional Services Director is responsible for regularly reviewing all contracts with potential file sharing/storing technology vendors to ensure the district's interests are safeguarded. This responsibility includes making arrangements with vendors which ensure:

- the district maintains appropriate ownership of all data connected with the district
- data connected with the district is stored in a secure manner
- data connected with the district will not be used to market to students
- users (or parents) will not be required to waive their rights in order to create an account

#### **District Data**

District data encompasses all school records. This information may include:

- information which is protected by FERPA or HIPAA
- confidential information such as home addresses, phone numbers, social security numbers, license numbers, dates of birth, and banking account numbers
- disciplinary or grievance information
- information about criminal investigations, including SRO records and notes
- safety sensitive information, including building layouts, evacuation routes, crisis response plans, etc.
- confidential or attorney client privileged information
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District data may only be shared or stored with a file sharing/storing vendor after the board has approved an agreement, recommended by the Instructional Services Director, with the vendor.

#### **Other Data**

Other data encompasses all other types of school-related data such as routine documents for individual use or shared items for collaboration projects. Other data may be shared or stored with

the district's approved file-sharing/storing vendor or on another platform at the discretion of the user.

### **All Data**

Regardless of whether district data or other data is involved, file sharers specifically agree not to share or store files which contain malware, viruses, worms, etc.

Questions regarding whether information is acceptable for file sharing/storing technology should be directed to the Instructional Services Director at (405) 262-2629. Any individual who discovers that information has been improperly shared or stored is required to promptly notify Instructional Services Director of the violation. Individuals who violate this policy are subject to disciplinary action as outlined in district policies.