

Bend-La Pine Schools provide all staff and employees with space for file storage and with online collaboration tools that can be used to meet instructional and support tasks. However, there are many tools and online services now available over the internet that enhance those provided by the district or that are more cost effective to use than an equivalent deployed by the District.

Online services often provide space for file storage and an opportunity for many individuals to share documents, work collaboratively, take surveys, post communications etc. While this capability is advantageous, extra-district services may not meet the minimal requirements for document retention, archiving of emails, and other expectations related to discovery or to requests from the public to inspect records. Online services also present the prospect of information loss (e.g., a parent company goes out of business) or of data theft through service intrusion. As always, student safety is a primary concern.

Wherever possible, Bend-La Pine technology services should be used. If a need is not met by Bend-La Pine technology services and it is necessary to use other online options, the following guidelines apply:

**These services should:**

- Be used as short-term workspaces or repositories. Final products should be moved to permanent in-district storage as soon as reasonable.
- Be set up so that shared files and projects are limited to other District employees, those with a need to know, or those providing a legitimate educational service.

**These services should not:**

- Be used to store or produce documents that are used for personnel evaluation or for recording staff performance or behavioral records.
- Include any externally identifying references to students or full names.
- Include any medical information, information about parents, special education information and status, or student disciplinary information.
- Store analytical analyses (e.g., survey results and interpretations). After data is collected, analytical work should be stored in-district and a summary copy of the data included.
- Used as a general means of communication (e.g, email) beyond the incidental communication involved in collaborative document development, seeking clarification on a shared project etc. Routine work-related communications must be conducted with in-district tools.
- All sharing rights should be actively managed and reviewed annually so that the sharing rights for those who no longer have a “need to know” or who are no longer employees of the school district are retracted.