

Technology Policy: Deactivation and Removal of Employee Network Account and Return of District-Issued Devices

A change in the employment status of teachers, administrators, paraprofessionals, food service, secretaries, custodians and all other staff requires adjustment in access to email/network accounts and devices to reflect appropriate privileges consistent with that change. Questions related to this technology policy should be directed to Human Resources or the Technology Department

Type of Employment Change

Separation: Resignation and Retirement

For employees who separate (resign or retire), the account will be disabled and all technology services ended at the end of the assignment date, as approved by the School Board. The Human Resources Department maintains and updates on a regular basis, a spreadsheet that contains this information for the Technology Department Secretary to disable accounts.

The account and all associated email, personal files, web space, and other materials will be held offline for three years before removal. Requests to keep the account and services active beyond policy should be made to Human Resources. All issued devices, with their accessories (charger, case) and any portable storage medium, must be turned into the employee's immediate supervisor or the Technology Department on the last date of employment. These devices may be re-imaged immediately after turn in.

Termination (involuntary)

For employees who separate due to termination, the account will be disabled and all technology services ended immediately on the last day of the assignment. The account and all associated email, personal files, web space, and other materials will be held offline for three years before removal. All issued devices, with their accessories (charger, case) and any portable storage medium, must be turned into the employee's immediate supervisor or the Technology Department on the last date of employment. These devices may be re-imaged immediately after turn in.

Definitions:

* Network Account: (Email, Network Account): Email Address associated with @bhmschools.org, Google Account and associated applications, Network/computer account and associated access to web applications such as Google Apps, Infinite Campus and etc.

* Removal (defined): Removed/deleted email and files cannot be recovered after remaining in a disabled state for three years.

* Devices Imaged (defined): Device returned to standard district software configuration and all software installed and personal files added after the date of issue are deleted.

* Portable Storage Medium (defined): small hard drive designed to hold any kind of digital data. Such as flash storage, mini hard drive, USB storage, external hard drive, external CD-ROM/DVD-ROM Drives