



HOPI JUNIOR/SENIOR HIGH SCHOOL

"A Great Place to Learn"

Steven Berbeco, Superintendent
Lynn Fredericks, High School Principal
Alban Naha, Junior High School Principal
"Home of the Bruins"

USE OF TECHNOLOGY IN OFFICIAL BUSINESS

Electronic communications (including records made with other software and sent in e-mail) that are sent or received by the Board or District employees pertaining to the business of Hopi Junior Senior High School may be subject to public disclosure and inspection as public records and discovery in litigation as evidence in support of a claim.

The following guidelines shall be followed:

- E-mail or any other School technology resource shall not be used as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings.
- E-mail or any other School technology resource may be used to disseminate factual information, such as an agenda packet, suggestions for public agenda items, and reminders regarding committee meeting times, dates, and places.
- The School shall establish and implement reasonable precautions to protect its systems from unauthorized access by third parties.
- Board and District employees shall use District e-mail and other School technology resources for all official business.
- Should electronic devices be utilized for participation or attendance at public meetings, the public in attendance including media representatives shall have the same access to the public electronic input as the Governing Board members, provided that such access does not allow unauthorized individuals to access confidential information or information not releasable under applicable public records, open meeting laws, or confidentiality laws.
- Board members shall communicate with staff members and the public by following procedures established in policy.

In the event an employee fails to comply with the guidance of Board policy, that employee may be subject to disciplinary action, up to and including possible termination.

The Superintendent may develop procedures to assist in compliance with these guidelines.

Governing Board President

September 12, 2018