

### Remote Access to the District's Computer Network

The Board of Education recognizes the need for individuals to access the district's computer network for legitimate work related interests, and to provide access to certain employees as part of the district's emergency protocols.

The District's IT Director, upon the written or email approval of the Superintendent of Schools, may authorize employees to remote access the district's computer network. Reauthorization will occur on an annual basis. Explicit approval is not needed for routine access to programs accessible to all employees (web browser-based access to the district's e-mail system, District Web Server), rather, only to those applications and/or District User or common folders that would not otherwise be available to all authorized employees.

Effective Date: June 22, 2010