

Washington West Supervisory Union Model Policy

Procedure E12

E12: ELECTRONIC COMMUNICATIONS USE & RETENTION

Procedures:

Record retention, storage, and destruction of electronic information is handled using the same legal and regulatory standards as paper records. Each school district will comply with the requirements of applicable federal and state laws that regulate the provision of access to and maintenance of student and employee information.

Building principals will provide annual training to all staff regarding the retention, storage, and destruction of electronic information.

All electronic information will be subjected to the same legal requirements as paper records regarding FERPA (Family Educational Rights and Privacy Act) and HIPPA (Health Insurance Portability and Accountability Act).

The foundation of the annual training will be developed from resources found at http://nces.ed.gov/forum/ferpa_links.asp; and The Forum Guide to The Privacy of Student Information: A Resource for Schools, The Family Educational Rights and Privacy Act: Guidance for Eligible Students February 2011, and the WWSU Procedural Rules for Collection, Maintenance, & Dissemination of Student Records located on the wwsu.org website.