

This policy is intended to specify how Internet log files will be retained on the District's servers. The purpose of logging is to monitor the status of the network and to gather information about Internet use so that appropriate disciplinary or educational decisions can be made.

### **Retention Schedule**

The raw data files generated on servers that record the history of users Internet access will be known as Internet history log files. Servers will be configured to store Internet history log files for a period of not less than 28 consecutive days.

At Exeter High School, Internet log file analysis software will be used to generate a 28-day summary report of Internet activity. The report files will be known as Internet history log analysis files. The Internet history log analysis files will be archived and stored for a period of not less than 1 calendar year.

Law Reference:

Appendix Reference:

Date Adopted: March 3, 2004

Revision Dates:

Last Review Date: March 3, 2004