

ELECTRONIC MAIL

I. Rationale

Electronic mail services are provided to faculty and staff for the purpose of enhancing the district's communication in day-to-day activities. A class account may be issued to teachers for student use. This request is made to the district technology coordinator. This procedure is intended to address issues unique to electronic mail and clarify use in regard to other district policies and legal implications.

II. General Use of Electronic Mail

- A. Access to electronic mail for faculty, staff, and students is a privilege that carries certain responsibilities.
- B. E-mail users are expected to be ethical and responsible in their use and to comply with state and federal laws.
- C. Users are expected to delete files on a regular basis in an effort to keep storage manageable.
- D. When an individual leaves the district, the e-mail account will be terminated.

III. Personal Use of Electronic Mail

- A. E-mail services may be used for incidental personal purposes during off-work hours or lunch provided that:
 - 1. Use does not directly or indirectly interfere with the district operation of computing facilities or e-mail services.
 - 2. Use does not interfere with the e-mail user's employment or other obligations to the district.
 - 3. Users do not violate this policy, or any other applicable policy or law, including but not limited to use for personal gain, conflict of interest, harassment, defamation, copyright violation or illegal activities.
 - 4. E-mail messages arising from such personal use shall, however, be subject to access consistent with this policy or applicable law.

IV. Misuse of Electronic Mail

- A. Using e-mail for illegal activities is strictly prohibited. Illegal use may include, but is not limited to: attempting unauthorized access to data or attempting to breach any security measures on any electronic communications system; attempting to intercept any electronic communication transmissions without proper authority; violation of copyright; threats; harassment; or theft.

ELECTRONIC MAIL

- B. District e-mail services may not be used for: commercial activities not approved by appropriate supervisory district personnel; personal financial gain, personal use inconsistent with Section III of this policy, uses that violate other district policies; uses that are inconsistent with state or federal law.
- C. E-mail users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the district unless expressly authorized to do so.
- D. District e-mail services shall not be used for purposes that could reasonably be expected to cause, directly or indirectly, strain on any computing facilities, or interferes with others' use of e-mail or e-mail systems.

V. Confidentiality

- A. Users should exercise caution in using e-mail to communicate confidential or sensitive matters, and should not assume that their e-mail is private or confidential. E-mail communications made on district computers are not private. Based on conditions outlined in this policy, the district retains the right to access any information on any computer at any time.
- B. An employee's e-mail may need to be accessed if the user is unexpectedly absent and crucial documents related to the operation of the school district need to be retrieved. Each building shall maintain a current list of passwords.

VI. Reflection of the District

- A. The use of the internet and all other computer network facilities must comply with all laws and regulations and shall exhibit the highest moral and ethical standards of conduct. Use of the district's internet facilities requires use of the district's domain name, and as a result our electronic communication using this name will reflect upon the district.
- B. Illegal, unethical, or inappropriate behavior will not be tolerated. Users must assume that everyone in the world can read what is posted and that permanent copies will be kept at several sites. Users will be expected to take full responsibility for everything said and should not post anything that he/she would not want to see quoted in a newspaper.
- C. Further, use of the internet or e-mail to obtain offensive, pornographic, or sexually explicit materials, including but not limited to nude images, pornography, chat groups, hate groups, is expressly prohibited. The uploading or downloading, displaying or distribution of sexually suggestive pictures or text on a monitor, a printed copy or otherwise, is expressly prohibited.

VII. Security

- A. Users are responsible for safeguarding their identification codes and passwords, and for using them only as authorized.

ELECTRONIC MAIL

- B. Each user is responsible for all e-mail transactions made under the authorization of his or her account, and for all network e-mail activity originating from his or her computer.

VIII. Violations

- A. Suspected or known violations of policy or law should be reported to the superintendent.
- B. Any violation of the procedure will subject the user to discipline which may result in revocation of e-mail service privileges; up to and including termination of employment; referral to law enforcement agencies; or other legal action.

Approved: March 13, 2000
Reviewed: February 25, 2019
Revised: