Electronic Mail System

Purpose
The School District (the “School District”) maintains an electronic mail (“e-mail”) system for the purpose of conducting school business. This policy governs the use of that e-mail system. Policy EGADA on Internet access is incorporated herein by reference and will apply to employees’ use of the School District’s e-mail system to the extent not superceded by this policy.

Ownership and Privacy
The electronic mail system, including data files and electronic storage areas, is the property of the School District and is subject to School District control and inspection. All messages composed, sent, or received on the e-mail system are the property of the School District. The School District may access or disclose any electronic messages or files for purposes including, but not limited to, the need to protect system security, fulfill School District obligations, detect employee wrongdoing, comply with legal process, or protect the rights or property of the district, staff, students, or community. Electronic mail is not private, and messages relating to confidential information may be disclosed. Moreover, messages relating to or in support of illegal activities may be reported to the authorities.

Security
Messages should be treated as confidential, and accessed only by the intended recipient. Employees are directed not to read or retrieve any e-mail messages that are not sent to them. Employees are cautioned that the use of passwords for security does not guarantee confidentiality. The superintendent of schools or his designee is authorized to retrieve and review any and all e-mail messages. Care must be taken when sending or retrieving sensitive, personal information across the e-mail system.

Usage
The use of the e-mail system is intended for School District business. Limited, occasional or incidental use of the e-mail system (sending or receiving) for personal, non-business purposes is understandable and acceptable to the extent that there is no tangible cost to the School District nor any negative impact on the School District’s computer or network resources. The user is responsible for his or her actions in accessing network services. System users are prohibited from creating, receiving, uploading, downloading, and/or transmitting inappropriate material. Inappropriate material includes, but is not limited to, that of a lewd, lascivious, pornographic subject matter.

Content
The e-mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other solicitations unrelated to the School District. The e-mail system is not to be used to create or distribute messages which addresses age, sexual orientation, beliefs, national origin, or disability in a manner which a reasonably prudent person might find to be offensive. The e-mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without consent of the owner of the information.

**Archived Files**
The School District reserves the right to set quotas and retention periods for message storage as necessary to maintain optimum system integrity and performance. The confidentiality of any message should not be assumed. Even after a message is erased, it may still be possible to retrieve and read that message.

**Consequences**
An employee who discovers a violation of this policy shall promptly notify his or her immediate supervisor who shall promptly notify the Superintendent of Schools. Any employee who violates this policy or uses the electronic mail system for improper purposes shall be subject to discipline, up to, and including discharge. Use of the e-mail system is a privilege, not a right, and inappropriate use as determined by the system administrator will result in revocation of that privilege. The system administrator may close an account at any time in his or her discretion. The administration, faculty and staff at any school location may request the system administrator to limit, deny, revoke, or suspend user accounts, and the system administrator may act accordingly.

Adopted by the Board of Education: October 16, 2000
Replaces policy EGADB dated: June 12, 2000