

**Purpose**

To identify responsibility for the use of electronic mail

**Definitions**

N/A

**Policy Statement**

Electronic mail is an electronic message that is transmitted between two or more computers or electronic terminals, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission or stored for later retrieval. Electronic mail includes all electronic messages that are transmitted through a local, regional, or global computer network.

All district electronic mail and file systems are intended for the purpose of conducting district business. Employees should have no expectation of privacy when using the electronic mail or file systems.

Users of district e-mail systems are responsible for their appropriate use. All illegal and improper uses of the electronic mail system, including but not limited to pornography, obscenity, harassment, solicitation, gambling and violating copyright or intellectual property rights are prohibited. Use of the electronic mail system for which the district will incur an expense without expressed permission is prohibited.

Except for directory information, student records will not be transmitted by electronic mail. Care should be taken when forwarding an electronic mail message. If the sender of an electronic mail message does not intend for the mail to be forwarded, the sender should clearly mark the message "Do Not Forward".

In order to keep district electronic mail systems secure, users shall not leave the terminal "signed on" when unattended and shall not leave their password available in an obvious place near the terminal or share their password with anyone except the electronic mail system administrator.

All district employees shall have notice of this policy and regulation and that each employee is given an *Acceptable Use of Telecommunications* form to sign stating they have received and read the policy and regulation.

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| <b>Legal Reference</b> |                |                 |                                                                                                 |
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| <b>Policy History</b>  | <b>Adopted</b> | <b>Reviewed</b> | <b>Revised</b> Jan. 10, 2006, 1 <sup>st</sup> Reading<br>Feb. 14, 2006, 2 <sup>nd</sup> Reading |