

SANBORN REGIONAL SCHOOL DISTRICT

SRSD File: EHAA

EMAIL COMMUNICATIONS

Statement of Purpose

E-mail is a critical mechanism for communications at Sanborn Regional School District. Use of Sanborn's electronic mail systems and services is a privilege, not a right, and therefore must be used with respect and in accordance with the rules, regulations, and policies of the Sanborn Regional School District.

Statement of Policy

The objectives of this policy are to outline appropriate and inappropriate use of Sanborn's e-mail systems and services in order to minimize disruptions to services and activities, as well as to comply with applicable policies and laws.

This policy applies to all e-mail systems and services owned or operated by Sanborn, all e-mail account users/ holders at Sanborn (both temporary and permanent), and all district e-mail records.

Account Activation/Termination

E-mail access at Sanborn Regional School District is controlled through individual accounts and passwords. It is the responsibility of each user to protect the confidentiality of their account and password information.

All staff at Sanborn Regional School District will receive an e-mail account. E-mail accounts will be granted to third party non-employees on a case-by-case basis.

E-mail access will be terminated when the e-mail account holder terminates his or her association with Sanborn Regional School District.

Rights and Responsibilities

The district/schools deliver official communications via e-mail. As a result, email account holders at the Sanborn Regional School District are expected to check their e-mail in a consistent and timely manner so that they are aware of important district/school announcements and updates, as well as for fulfilling district and role-oriented tasks.

Disclaimer

Sanborn Regional School District assumes no liability for direct and/or indirect damages arising from the user's use of Sanborn Regional School District's e-mail system and services. Users are solely responsible for the content they disseminate. Sanborn Regional School District is not responsible for any third-party claim, demand, or damage arising out of use the Sanborn Regional School District's e-mail systems or services.

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User Responsibilities

E-mail users are responsible for mailbox management, including organization and cleaning. If a user subscribes to a mailing list, he or she must be aware of how to unsubscribe from the list, and is responsible for doing so in the event that their current e-mail address changes.

E-mail users are expected to remember that e-mail sent from the district's email accounts reflects on the district. Please comply with normal standards of professional and personal courtesy and conduct.

Individuals at Sanborn Regional School District are encouraged to use e-mail to further the goals and objectives of Sanborn Regional School District. Acceptable use of the Sanborn Regional School District e-mail systems includes:

- Communication with fellow employees, business partners of Sanborn Regional School District, and students within the context of an individual's assigned responsibilities;
- Acquisition or sharing of only the information necessary or related to the performance of an individual's assigned responsibilities;
- Participation in educational or professional development activities.

Inappropriate Use

Sanborn Regional School District's e-mail systems and services are not to be used for purposes that could be reasonably expected to strain storage or bandwidth (e.g., e-mailing large attachments instead of pointing to a location on a shared drive).

Individual e-mail use shall not interfere with others' use and enjoyment of Sanborn Regional School District's e-mail system and services. E-mail use at Sanborn Regional School District shall comply with all applicable laws and all Sanborn Regional School District policies.

The following activities are deemed inappropriate uses of Sanborn Regional School District e-mail systems and services and are prohibited:

- DO NOT use e-mail for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting, and computer tampering (e.g., spreading of computer viruses);
- DO NOT use e-mail in any way that violates Sanborn Regional School District's policies, rules, or administrative orders;
- DO NOT view, copy, alter, or delete e-mail accounts or files belonging to Sanborn Regional School District or another individual without authorization;
- DO NOT send unreasonably large e-mail attachments: The total size of an individual e-mail message sent (including attachment) should be 3 MB or less;
- DO NOT open e-mail attachments from unknown or unsigned sources;

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- DO NOT share e-mail account passwords with another person, or attempt to obtain another person's e-mail account password. E-mail accounts are only to be used by the registered user;
- DO NOT make excessive personal use of Sanborn Regional School District e-mail resources. Sanborn Regional School District allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with productivity, pre-empt any business activity, or consume more than a trivial amount of resources. Sanborn Regional School District prohibits personal use of its e-mail systems and services for unsolicited mass mailings, non-Sanborn Regional School District commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.

Note that attachments are the primary source of computer viruses and should be treated with utmost caution.

Reporting Misuse

Any allegations of misuse should be promptly reported to the person responsible for operating the Sanborn Regional School District e-mail systems by Technology. If you receive an offensive e-mail, do not forward, delete, or reply to the message. Instead, report it directly to the individual designated above.

Monitoring and Confidentiality

The e-mail systems and services used at Sanborn Regional School District are owned by the district, and are therefore its property. This gives Sanborn Regional School District the right to monitor any and all e-mail traffic passing through its e-mail system. This monitoring may include, but is not limited to, inadvertent reading by Technology staff during the normal course of managing the email system, review by administration during the e-mail discovery phase of litigation, and observation by management in cases of suspected abuse.

E-Mail Retention

In addition, archival and backup copies of e-mail messages may exist, despite end-user deletion, in compliance with Sanborn Regional School District's various records retention policies. The goals of these backup and archiving procedures are to ensure system reliability, prevent business data loss, meet regulatory and litigation needs, and to provide business intelligence.

Backup copies exist primarily to restore service in case of failure. Archival copies are designed for quick and accurate access by administration for a variety of management and legal needs. Both backups and archives are governed by the district's document retention policies.

E-Mail Retrieval

If Sanborn Regional School District discovers or has good reason to suspect activities that do not comply with applicable laws or this policy, e-mail records may be retrieved and used to document the activity in accordance with due process. All reasonable efforts will be made to notify an e-mail account holder if his or her e-mail records are to be reviewed. Notification may not be possible, however, if the account holder cannot be contacted, as in the case of employee absence.

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Content Sensitivity and Disclosure

Use extreme caution when communicating confidential or sensitive information via e-mail. Keep in mind that all e-mail messages sent outside of Sanborn Regional School District become the property of the receiver. A good rule is to not communicate anything that you wouldn't feel comfortable being made public. Demonstrate particular care when using the "Reply" command during e-mail correspondence to ensure the resulting message is not delivered to unintended recipients.

Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at Sanborn Regional School District. Allegations of misconduct will be adjudicated according to established procedures.

Sanctions

Sanctions for inappropriate use on Sanborn Regional School District's e-mail systems and services may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of e-mail access;
2. Disciplinary action according to applicable Sanborn Regional School District policies;
3. Termination of employment; and/or
4. Legal action according to applicable laws and contractual agreements

New: March 5, 2014