

1 **Charlo Public School District**

2
3 **PERSONNEL**

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6 Employee Electronic Mail and On-Line Services Usage

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8 Electronic mail ("e-mail") is defined as a communications tool whereby electronic messages are
9 prepared, sent, and retrieved on personal computers. On-line services (i.e., the Internet) are
10 defined as a communications tool whereby information, reference material, and messages are
11 sent and retrieved electronically on personal computers.

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13 Because of the unique nature of e-mail/Internet, and because the District desires to protect its
14 interest with regard to its electronic records, the following rules have been established to address
15 e-mail/Internet usage by all employees:

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17 The District e-mail and Internet systems are intended to be used for educational purposes only,
18 and employees should have no expectation of privacy when using the e-mail or Internet systems
19 for any purpose. Employees have no expectation of privacy in district owned technology
20 equipment, including but not limited to district-owned desktops, laptops, memory storage
21 devices, and cell phones.

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23 Users of District e-mail and Internet systems are responsible for their appropriate use. All illegal
24 and improper uses of the e-mail and Internet system, including but not limited to extreme
25 network etiquette violations including mail that degrades or demeans other individuals,
26 pornography, obscenity, harassment, solicitation, gambling, and violating copyright or
27 intellectual property rights, are prohibited. Abuse of the e-mail or Internet systems through
28 excessive personal use, or use in violation of the law or District policies, will result in
29 disciplinary action, up to and including termination of employment.

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31 All e-mail/Internet records are considered District records and should be transmitted only to
32 individuals who have a need to receive them. If the sender of an e-mail or Internet message does
33 not intend for the e-mail or Internet message to be forwarded, the sender should clearly mark the
34 message "Do Not Forward."

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36 In order to keep District e-mail and Internet systems secure, users may not leave the terminal
37 "signed on" when unattended and may not leave their password available in an obvious place
38 near the terminal or share their password with anyone except the system administrator. The
39 District reserves the right to bypass individual passwords at any time and to monitor the use of
40 such systems by employees.

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42 Additionally, District records and e-mail/Internet records are subject to disclosure to law
43 enforcement or government officials or to other third parties through subpoena or other process.
44 Consequently, the District retains the right to access stored records in cases where there is
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reasonable cause to expect wrongdoing or misuse of the system and to review, store, and disclose all information sent over the District e-mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation, and to access District information in the employee's absence. Employee e-mail/Internet messages may not necessarily reflect the views of the District.

Except as provided herein, District employees are prohibited from accessing another employee's e-mail without the expressed consent of the employee. All District employees should be aware that e-mail messages can be retrieved, even if they have been deleted, and that statements made in e-mail communications can form the basis of various legal claims against the individual author or the District.

E-mail sent or received by the District or the District's employees may be considered a public record subject to public disclosure or inspection. All District e-mail and Internet communications may be monitored.

Policy History:

Adopted on:

Revised on: