

1 Employee Electronic Mail and On-Line Services Usage

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

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

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13 The District e-mail and Internet systems are owned by the District and are intended to be used
14 for educational purposes only. While occasional personal use is allowed, employees should have
15 no expectation of privacy when using the electronic mail or Internet systems for any purpose.

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

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

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30 In order to keep district electronic mail and Internet systems secure, users may not leave the
31 terminal “signed on” when unattended and may not leave their password available in an obvious
32 place near the terminal or share their password with anyone except the system administrator. The
33 district reserves the right to bypass individual passwords at any time and to monitor the use of
34 such systems by employees.

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

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

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7 Electronic mail sent or received by the district or the district's employees may be considered
8 a public record subject to public disclosure or inspection. All district electronic mail and
9 Internet communications may be monitored.

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11 Policy History:

12 Adopted on: February 2007

13 Revised on: April 15, 2008

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15 *Note: This revision extensively updated and expanded this policy based on responses from a*
16 *court decision. Expansion included more definition, tighter security, employee responsibility,*
17 *disclosure and recordkeeping requirements.*