

Poplar School District

PERSONNEL

5450

Page 1 of 2

Employee Electronic Mail and On-Line Services Usage

Electronic mail (“email”) is an electronic message that is transmitted between two (2) or more computers or electronic terminals. Email includes all electronic messages that are transmitted through a local, regional or global computer network.

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

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

Users of District email and Internet systems are responsible for their appropriate use. All illegal and improper uses of the email and Internet system, including but not limited to extreme network etiquette violations including mail that degrades or demeans other individuals, pornography, obscenity, harassment, solicitation, gambling and violating copyright or intellectual property rights, are prohibited.

Abuse of the email or Internet systems through excessive personal use, or use in violation of the law or District policies, will result in disciplinary action, up to and including termination of employment.

All email/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them. If the sender of an email or Internet message does not intend for the email or Internet message to be forwarded, the sender should clearly mark the message “Do Not Forward.”

In order to keep District email and Internet systems secure, users may not leave the terminal “signed on” when unattended and may not leave their password available in an obvious place near the terminal or share their password with anyone. The District reserves the right to bypass individual passwords at any time and to monitor the use of such systems by employees.

Additionally, District records and email/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process.

Poplar School District

PERSONNEL

5450

Page 2 of 2

Consequently, the District retains the right to access stored records in cases where there is reasonable cause to expect wrongdoing or misuse of the system and to review, store and disclose all information sent over the District email 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 email/Internet messages may not necessarily reflect the views of the District.

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

Email 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 email and Internet communications may be monitored.

Policy History:

Adopted on:

Revised on: 11 July 2016