

**ADMINISTRATIVE PROCEDURE**  
**11-4**  
**EMAIL COMMUNICATIONS ABOUT STUDENTS/STAFF**

Methuen Public Schools is committed to protecting the privacy of its staff and students. Information technology resources include but not limited to, computers, email accounts, internet access...

While we cannot guarantee the privacy or confidentiality of information within electronic documents, which I will remind all is public information, this procedure will help to protect the privacy and confidentiality of such information.

*As a school department all communications via email accounts are stored in the server for seven (7) years.*

#1 Remember when sending emails regarding students to use ONLY the student identification numbers and the first initial of both their first and last name eg: John Smith would be J.S.#12345.

#2 Remember when sending emails regarding staff to use ONLY the staff members initials and job eg: John Smith teacher would be J.S. teacher.

This procedure along with the referenced School Committee Policies will help to protect the students and staffs privacy.

Ref: School Committee Policy IFBED – Use of the Network and Email  
School Committee Policy IFBEC – Use of the Internet and Intranet