

# A. W. BEATTIE CAREER CENTER

SECTION: OPERATIONS  
 TITLE: USE OF E-MAIL & ELECTRONIC COMMUNICATIONS  
 FIRST READING: January 24, 2013  
 SECOND READING: February 28, 2013  
 ADOPTED: March 21, 2013  
 REVISED & APPROVED: September 24, 2020

815.1. USE OF E-MAIL & ELECTRONIC COMMUNICATIONS	
1. Purpose	The Joint Operating Committee (JOC) supports use of the e-mail and other electronic communication devices for the purposes of facilitating learning and enhancing the ability of employees and other authorized users to efficiently conduct school-related business.
2. Authority	The use of school-provided e-mail accounts, servers and other means of electronic communication, including but not limited to telephones, voice mail, facsimile machines, scanners, cell phones and related components, systems, networks and devices, shall be subject to the requirements of this policy.
Pol. 815	<p>All school employees and all students and/or third parties provided or granted access to such electronic communications facilities shall be required to comply at all times with the requirements set forth in this policy and Board Policy 815 Acceptable Use of Technology. Violations of the requirements of this policy will result in appropriate disciplinary action, and could lead to civil or criminal liability.</p> <p>All messages, documents, information and other data created or transmitted through the use of the school's e-mail accounts, servers or other electronic communication systems constitute the property of the school. No user of such accounts or systems has a right or expectation of privacy in any information or data created, stored upon, transmitted or through such systems.</p> <p>The Career Center reserves the right to monitor use of school-provided e-mail accounts, and servers for compliance with the requirements of this policy and applicable law. In addition, e-mail sent to or stored upon the district's mail server is subject to review for inappropriate content. The Career Center reserves the right to use/modify incoming e-mail for purposes other than the sender's original intent, including but not limited to deletion, error correction, redirection or reposting.</p>

3. Guidelines	<p><u>Prohibited Conduct</u></p> <p>Employees and authorized student and third party users are prohibited from using any of the school's electronic communications systems for purposes prohibited by law or from creating, storing or transmitting information or material that is not work or school-related, or which is otherwise inappropriate in a public school setting. Examples of prohibited uses of electronic communication systems include, but are not limited to, the following:</p> <ol style="list-style-type: none"> <li>1. Engaging in or facilitating illegal activity</li> <li>2. Engaging in or conducting personal business or other activities for personal monetary gain or commercial enterprise.</li> <li>3. Engaging in non-work or non-school related discussions that are disruptive to the operation of the district or its programs or which interfere with job performance or productivity.</li> <li>4. Promoting religious beliefs or political lobbying or campaigning.</li> <li>5. Creating, storing or transmitting any communication or material, including images, that is <b>sexually explicit, obscene, pornographic, hateful, derogatory, defamatory or which otherwise violates the school's Nondiscrimination or Bullying/Harassment policies or any other school policy or federal, state or local law.</b></li> <li>6. Creating, storing or transmitting material that contains or uses profanity, obscenities other language that is otherwise inappropriate for a public school setting.</li> <li>7. Creating, storing or transmitting frivolous e-mails such as chain letters or "spam" e-mail.</li> <li>8. Creating, storing or transmitting material that infringes upon another party's copyright, trademark or other intellectual property rights.</li> <li>9. Creating, storing, or transmitting any communication that would result in the unauthorized disclosure of confidential information pertaining to a student or school employee.</li> <li>10. Utilizing e-mail to send or transmit viruses or similar programs which infiltrate, hack into, vandalize or damage other user accounts, computer systems or district networks or facilities, or which are designed or intended to accomplish such a purpose.</li> </ol>
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11. Bullying/Cyberbullying
12. Engaging in any action that would be in violation of any law or any Board policy, including without limitation Board Policy 815.

Additionally,

There is to be no sharing or posting videos, pictures or screenshots of any teachers's video lesson on social media, gaming network or elsewhere online.

#### E-mail Storage and Deletion

Retention of e-mails and attachments should be kept to a minimum by deleting e-mails when they are no longer needed or by printing hard copies. E-mail sent and received through the district's e-mail system will be maintained and disposed of in accordance with the district's record management policy and record retention schedule.

#### Junk E-mail and Viruses

All employees and authorized e-mail account users are responsible for handling junk e-mail or "spam" in accordance with directions issued by the Technology Department.

References:

School Code - 24 P.S. Sec. 510

Board Policy - 103, 104, 248, 249, 348, 801, 802, 815