

STAFF USE OF ELECTRONIC MAIL

Security Measures for Electronic Mail

The district electronic mail system shall be administered by one or more system operators who shall be responsible for the overall security of the system, including assignment and maintenance of user accounts, password protection, monitoring system usage, management of email usage and file size, troubleshooting, problem resolution and archiving of mail messages.

Staff and student accounts are suspended once the person leaves the district. Electronic mail messages in accounts provided to employees, whether locally or cloud-based, will be retained in the employee's account for one year after the employee leaves the district unless a request is made of Innovative Technology Services for the account to be transferred to another authorized employee within the year after the original employee left the district. Electronic mail messages in accounts provided to students, whether locally or cloud-based, will also be retained for one year in the student's account after the student leaves the district. Recently graduated senior students may request reactivation of their account, for limited time periods, for post-secondary education purposes.

District employees may not access another employee's electronic mail (email) without the employee's consent or authorization from an appropriate administrator. District employees will take appropriate security measures, which include maintaining the confidentiality of passwords and codes and insuring that terminals do not become available for unauthorized use.

Users of the district email systems are responsible for using the system appropriately as outlined in the acceptable use agreement. Improper use includes, but is not limited to, violating copyright or intellectual property rights, the Family Educational Rights and Privacy Act, and the Colorado Open Records Act or local, state and federal laws. District email may not be used to participate in political activities. Use of the district email systems for which the district will incur an expense is not permitted without authorization from the appropriate administrator.

Monitoring Public Electronic Mail Records

Both incoming and outgoing email records are segregated and archived for the aforementioned time periods in a manner that does not require proprietary software for retrieval and be made available to the public, as provided above.

Revised May 16, 2011

Revised October 16, 2019