

# POLICY

Churchville-Chili Central School District

2023

5840

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Non-Instructional/Business Operations

## SUBJECT: E-MAIL ACCEPTABLE USE

### Email Accounts

Electronic mail (“email”) is a valuable business communication tool. Users must use this tool in a responsible, effective, and lawful manner. Every authorized user of the District’s email system has a responsibility to maintain the District’s image and reputation, to be knowledgeable about the inherent risks associated with email usage, and to avoid placing the District at risk.

This policy applies to all email systems owned or operated by CCCSD, all email account users/holders at CCCSD (both temporary and permanent), and all District email records.

Regulations to this policy (refer to regulation 5840.1R) provided further guidelines and examples of appropriate and inappropriate use of CCCSD’s email systems.

District electronic communications are public record and are the property of the District. **There is no expectation of privacy in emails sent, received, or stored by, through, or in the District’s email system. All emails are subject to monitoring by the District at any time and without prior notice to the account user/holder.**

Confidential and/or private data, including but not limited to, protected student records, employee personal identifying information, and District assessment data, shall only be loaded, stored or transferred to District-owned devices which have encryption and/or password protection. Staff will not use email to transmit confidential files in order to work at home or another location. Staff will not use cloud-based storage services (such as Dropbox, GoogleDrive, SkyDrive, etc.) for confidential files.

Account users/holders who violate this policy and/or applicable regulation may lose access to CCCSD email systems, be subject to discipline in accordance with applicable collective bargaining agreements, and/or may face criminal liability.

Account users/holders are solely responsible for the content they disseminate. CCCSD is not responsible for any third-party claim, demand, or liability arising out of use of its email systems, and will seek indemnification from account users/holders for any liability that may result from such use.

### Records Management and Retention

Retention of email messages are covered by the same retention schedules as records in other formats, but are of a similar program function or activity. Email shall be maintained in accordance with the NYS Records Retention and Disposition Schedule LGS-1 and as outline in the Records Management Policy. Email records may consequently be deleted, purged or destroyed after they have been retained for the requisite time period established in the LGS-1 schedule.

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## **SUBJECT: E-MAIL ACCEPTABLE USE (CONT'D.)**

### **Archival of Email**

All email sent and received to an employee's email account should be archived by the District for a period of six (6) years. This time period was determined based on the possibility of emails that are the official copy of a record according to schedule LGS-1. Employees may have access to view their personal archive, including deleted email.

### **Appropriate Use**

Account users/holders must comply with normal standards of professional and personal courtesy and conduct when using the District's e-mails systems.

Individuals at CCCSD are encouraged to use e-mail to further the District's goals and objectives. The types of activities that are encouraged include:

- Communicating with other employees, affiliates, parents, guardians, and students, within the context of an individual's assigned responsibilities;
- Communicating with students and students' family members to acquire or share information necessary or related to school activities or in regards to student performance; and
- Participating in educational or professional development activities.

### **Inappropriate Use**

CCCSD's e-mail systems and services must not be used for any purpose that could reasonably be expected to cause excessive strain on systems. Individual e-mail use must not interfere with others' use of CCCSD's e-mail system. E-mail use at CCCSD must comply with all applicable laws, policies, rules, and regulations.

The following activities are deemed inappropriate uses of CCCSD systems and services and are prohibited:

- Using District e-mail in a harassing, unprofessional, or illegal manner or to facilitate harassing, unprofessional, or illegal activity or for a purpose or manner that interferes with assigned duties. (Refer to Limited Personal Use of Technology Resources Policy # 5840.4);
- Transferring or sharing of messages, attachments, or software containing material that may reasonably be deemed objectionable or inappropriate for the school environment;

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## **SUBJECT: E-MAIL ACCEPTABLE USE (CONT'D.)**

### **Inappropriate Use (Cont'd.)**

- Participating in email chain letters, surveys, contests, pyramid schemes, junk e-mail, spamming or any duplicative or unsolicited messages, unless otherwise pre-approved by District administration or using CCCSD email for commercial purposes, financial gain, or campaigning;
- Sending email under any name other than the account user/holder's own name and forwarding or sending e-mails containing information of a confidential or sensitive nature to individuals who lack a legitimate basis or need to obtain such information and knowingly sending an attachment or message containing a virus.

### **Use of Official E-Mail Lists**

Official email lists are involuntary, closed membership lists created and maintained by (ITS). These lists are intended to provide a method for addressing official District announcements to targeted populations of students, and employees. These lists are not intended as discussion ("open forum") lists and shall not be used in such a manner.

Subscription to official e-mail lists is based on building and position assignment. These lists are managed by ITS on a regular basis to ensure that membership remains current. Contact ITS with any discrepancies.

Messages sent by way of an official email lists must be limited to District business and created by an individual or department with appropriate responsibility to disseminate information regarding the particular topic. Use of building wide e-mail distribution lists must be pre-approved by building level administration. Use of District wide e-mail distribution lists must be pre-approved by District level administration. Once approved, a statement that the message was approved by building or District administration should appear at the end of the message.

### **Reporting Misuse**

Allegations of misuse should be promptly reported to the Director of Information Technology Services or the Assistant Superintendent for Human Resources. If an offensive/inappropriate e-mail is received by an account user/holder, he/she must not forward, delete, or reply to it and must report it directly to ITS.

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## **SUBJECT: E-MAIL ACCEPTABLE USE (CONT'D.)**

NOTE: Refer also to: Policy #3260 Booster Clubs/Parent Teacher Organizations and Other Sponsoring Organizations  
Policy #3412 Threats of Violence in School  
Policy #3420 Non-Discrimination and Anti-Harassment in the School  
Policy #5670 Records Management  
Policy #5842 Limited Personal Use of Technology Resources  
Policy #6121 Sexual Harassment of District Personnel  
Policy #6470 Staff Use of Computerized Information Resources  
Policy #7550 Dignity for all Students Act  
Policy #7551 Sexual Harassment of Students

Adopted 6/9/2009

Revised 9/28/2010, 1/24/2012, 4/3/2012, 8/26/2014, 10/22/2019

Reviewed by Superintendent, Assistant Superintendent for Business Services and IT Director on 10/30/2023 with no recommended changes. Approved by BOE 11/7/2023.