

SALEM SCHOOL DISTRICT
Salem, Connecticut

PERSONNEL – CERTIFIED / NON-CERTIFIED

ELECTRONIC MAIL

Electronic Mail is provided to members of the staff primarily for the purpose of conducting the business of the school system. The Board of Education encourages the use of electronic mail services to share information, to improve communication, and to exchange ideas.

All district electronic mail systems are owned by the district and are intended for the purpose of conducting official district business only. District electronic mail systems are not intended for personal use by employees of the district and employees should have no expectation of privacy when using the electronic mail systems. Electronic mail sent or received by the Board, the district or the district's employees may be considered a public record subject to public disclosure or inspection.

The following behaviors are examples not permitted on district networks:

1. Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition.
2. Using obscene language.
3. Harassing, insulting or attacking others.
4. Engaging in practices that threaten the network (e.g., loading files that may introduce a virus).
5. Violating copyright laws.
6. Using others' passwords.
7. Trespassing in others' folders, documents or files.
8. Intentionally wasting limited resources.
9. Sending or displaying offensive messages or pictures.
10. Employing the network for commercial purposes.
11. Violating regulations prescribed by the network provider.
12. Other behaviors in violation of district policy or regulations.

The Superintendent will ensure that all district employees have notice of this policy and that violations will result in appropriate disciplinary actions.

(cf. 5125 - Student Record)
(cf 1311.1 - Political Activities of School Employees)

Legal References: Connecticut General Statutes: The Freedom of Information Act. P.A. 98-142 An Act Requiring Notice to Employees of Electronic Monitoring by Employees.

1st Reading: June 8, 1999
Policy Adopted: July 13, 1999
Revised Policy 1st Reading: March 6, 2006
Revised Policy Adopted: March 20, 2006

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