

SALEM SCHOOL DISTRICT
Salem, Connecticut

PERSONNEL – CERTIFIED / NON-CERTIFIED

ELECTRONIC MAIL

Electronic mail is an electronic message that is transmitted between two or more computers or electronic terminals, whether or not the message is viewed upon transmission or stored for later retrieval. Electronic mail includes all electronic messages that are transmitted through a local, regional, or global computer network.

Users of district e-mail systems are responsible for their appropriate use. All illegal and improper uses of the electronic mail system, including but not limited to pornography, obscenity, harassment, solicitation, gambling and violating copyright or intellectual property rights are prohibited. Use of the electronic mail system for which the district will incur an expense without expressed permission of an administrator is prohibited.

Because there is no guarantee of privacy or confidentiality, other avenues of communication should be used for such matters. Except for directory information, student records will not be transmitted by electronic mail. Care should be taken when forwarding an electronic mail message. If the sender of an electronic mail message does not intend for the mail to be forwarded, the sender should clearly mark the message "Do Not Forward".

Any use perceived to be illegal, harassing, offensive or in violation of other policies, could be the basis for disciplinary action including restriction of access to the system, up to and including termination of employment. Offensive practices include, but are not limited to:

- abuse of computer resources
- any deliberate attempt to disrupt computer resources
- any attempt to break in to computer resources at the Board of Education or other sites
- extreme network etiquette violations including mail that degrades, demeans or harasses other individuals
- sharing of one's e-mail account or access password.
- use of e-mail for commercial or private business purposes.

In order to keep district electronic mail systems secure, users may not leave the terminal "signed on" when unattended and may not leave their password available in an obvious place near the terminal or share their password with anyone except the electronic mail system administrator. The district reserves the right to bypass individual passwords at any time and to monitor the use of such systems by employees.

Except as provided herein, district employees are prohibited from accessing another employee's electronic mail without the expressed consent of the employee. All district employees should be aware that electronic mail messages can be retrieved even if they have been deleted and that statements made in electronic mail communications can form the basis of various legal claims against the individual author or the district.

The district retains the right to review, store and disclose all information sent over the district electronic mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation and to access district information in the employee's absence.

All employees are expected to conduct themselves with the same integrity and personal demeanor in electronic communications as in face-to-face dealings with one another.

Procedures Adopted: July 13, 1999 (as amended)

Revised: January 5, 2004

Procedures Adopted: January 20, 2004