

## Electronic Mail (E-mail) Policy Agreement

### 1. Purpose

- The purpose of e-mail is to conduct school business.
- All employees with a need for e-mail for school business will be provided with an account upon employment.

### 2. Ownership

- E-mail equipment and messages are school district property.
- Messages that are created, sent, or received using the school district e-mail system are the property of the school district.
- The school district reserves the right to access and disclose the contents of all messages created, sent, or received using its e-mail system.

### 3. Usage

- All e-mail communication must be handled in the same manner as a letter, fax, memo, or other written communication.
- E-mail messages must not contain content that may be considered offensive or disruptive. Offensive content includes but is not limited to obscene or harassing language or images, racial, ethnic, sexual, or gender specific comments or images or other comments or images that would offend someone on the basis of their religious or political beliefs, sexual orientation, national origin, or age.
- E-mail messages are considered public records and so must protect the privacy rights of children and families.
- For protection from viruses, e-mail from an unknown sender should not be opened , nor should chain letters or warnings of viruses be forwarded within the district system.
- Photographs of students may be used only with written parental/guardian permission. Students may be not be identified.

### 4. Non-Business e-mail

- Incidental and occasional personal use of e-mail is permitted. Such messages become the property of the school district and are subject to the same conditions as business e-mail.

### 5. Violations

- Violation of this policy may expose an employee to discipline in accordance with the master contract, up to and including immediate termination.

---

Staff Signature

---

date