

Electronic Mail Policy

User Responsibilities –

These guidelines are intended to help you make the best use of the electronic mail facilities at your disposal. You should understand the following:

The Uniondale School District provides electronic mail to staff to enable them to communicate effectively and efficiently with other members of staff and other companies or organizations related to job responsibilities.

The district reserves the right to monitor all electronic mail communications.

When using the Uniondale School District's electronic mail facilities you should comply with the following guidelines. Any breach of the Uniondale School District Electronic Mail

Policy may lead to disciplinary action.

Guidelines:

1. Check your electronic mail daily to see if you have any messages.
2. Include a meaningful subject line in your message.
3. Delete electronic mail messages when they are no longer required.
4. You must respect the legal protections to data and software provided by copyright and licenses.
5. Do not forward electronic mail messages sent to you personally to others, particularly newsgroups or mailing lists, without the permission of the originator.
6. Do not use electronic mail for personal reasons.
7. Do not send excessively large electronic mail messages or attachments.
8. Do not send unnecessary messages such as festive greetings, jokes, or other non-work items by electronic mail.
9. Do not participate in chain or pyramid messages or similar schemes.

10. Do not represent yourself as another person.
11. Do not use electronic mail to send or forward material that could be construed as confidential, illegal, political, obscene, defamatory, threatening, offensive, or libelous.