

Personnel

**MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT****SUBJECT: ACCEPTABLE EMAIL USE -- GUIDELINES AND ETIQUETTE**

The District believes that electronic mail (email) is an important means of communication and recognizes that proper email content and quick replies to messages convey a professional image and deliver good customer service. Users should take the same care in drafting an email that they would take to compose any other type of written communication.

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.

**Email Etiquette**

The following statements apply to employees/authorized users when using the District's email system:

- 1) Every employee/authorized user is responsible for all email originating from his/her user ID (email address).
- 2) Forgery or attempted forgery of email is prohibited.
- 3) The District's email program
- 4) Email is NOT private. The Superintendent/designee has the right to access all email sent or received by employees/authorized users.
- 5) In the event that the District is involved in any legal proceeding, any relevant emails may need to be disclosed on the same basis as written documents.
- 6) Excessive personal use of email during the work day may result in disciplinary action.

**Guidelines for Drafting Email**

Employees/authorized users should utilize the following guidelines when drafting and sending email using the District's email system:

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## Personnel

**SUBJECT: ACCEPTABLE EMAIL USE -- GUIDELINES AND ETIQUETTE (Cont'd.)**

- 1) All email messages must be appropriate and professional. Users should spell and grammar check emails before sending.
- 2) Avoid any language in emails or attachments that could be construed as indecent, obscene or offensive to others on the basis of race, color, creed, religion, national origin, political affiliation, sex, age, disability or any other basis protected by law. Pornography and sexually explicit jokes are prohibited.
- 3) Avoid using bold print in emails since this may be interpreted as shouting. Similarly, the use of all capitals or italics should be done with caution.
- 4) Mark emails as urgent or important only when necessary.
- 5) Signature files with a sender's name and contact information should be included in all email to verify a user's authenticity. Anonymity of sender and impersonation of others is prohibited.
- 6) A disclaimer should accompany an email message to provide for its confidentiality.
- 7) To help assure confidentiality, a "prevent copy" option may be used when the email attachment should not be forwarded or copied, if available on the email system in use by the District.
- 8) Attempts to read, delete, copy or modify the email of other users are prohibited.
- 9) Forwarding of chain letters, jokes and junk mail is prohibited.

**Archival of Email**

All email sent and received to an employee's email account should be archived by the District for a period of no less than 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 ED-1. Depending on the District's archival system, employees may have access to view their personal archive, including deleted email.

**Sanctions**

The Technology Coordinator may report inappropriate behavior to the employee/authorized user's Principal/supervisor who will take appropriate disciplinary action. Violations may result in a loss of access to the use of email, the technology network and/or other disciplinary action. When applicable, law enforcement agencies may be involved.

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## Personnel

**SUBJECT: ACCEPTABLE EMAIL USE -- GUIDELINES AND ETIQUETTE (Cont'd.)**

**Notification**

All employees/authorized users will be required to access a copy of the District's policies on staff and student use of computerized information resources and the regulations established in connection with those policies. Each user will acknowledge this employee/designated user agreement before establishing an account or continuing in his/her use of email.

NOTE: Refer also to #3310R -- Public Access to Records  
#3420R -- Non-Discrimination and Anti-Harassment in the School District  
#5670R -- Records Management  
#6180R -- Staff-Student Relations (Fraternization)  
#6410R -- Staff Use of Computerized Information Resources  
#7552R.1 -- Cyberbullying Behavior in the Schools  
#8271R -- Internet Safety/Internet Content Filtering Guidelines