

Employee Electronic Mail and On-Line Services Usage

Electronic mail (“e-mail”) is defined as a communications tool whereby electronic messages are prepared, sent and retrieved on personal computers. On-line services (i.e., the Internet) are defined as a communications tool whereby information, reference material and messages are sent and retrieved electronically on personal computers.

Because of the unique nature of e-mail/Internet, and because of the District’s desire to protect its interest with regard to its electronic records, the following rules have been established to address e-mail/Internet usage by all employees:

The District e-mail and Internet systems are intended to be used for educational purposes only. No district employee may use the District’s e-mail or Internet systems for the promotion of election or political campaigns, issues dealing with private or charitable organizations or foundations or ballot issues, however, use for other informal or personal purposes is permissible within reasonable limits. All e-mail/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them. Additionally, District records, e-mail/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, employees should always ensure that the educational information contained in e-mail/Internet messages is accurate, appropriate and lawful. E-mail/Internet messages by employees may not necessarily reflect the views of the District. Abuse of the e-mail or Internet systems, through excessive personal use, or use in violation of the law or District policies, will result in disciplinary action, up to and including termination of employment.

While the District does not intend to regularly review employees’ e-mail/Internet records, employees have no right or expectation of privacy in e-mail or the Internet. The District owns the computer and software making up the e-mail and Internet system and permits employees to use them in the performance of their duties for the District. E-mail messages and Internet records are to be treated like shared paper files, with the expectation that anything in them is available for review by the Superintendent.

The network is provided for staff and students to conduct research and communicate with others. Communications over the network are often public in nature therefore general rules and standards for professional behavior and communications will apply. Network supervision and maintenance may require review and inspection of directories and messages. Messages may sometimes be diverted accidentally to a destination other than the one intended. Privacy in these communications is not guaranteed.

The District reserves the right to access stored records in cases where there is reasonable cause to expect wrong-doing or misuse of the system. Courts have ruled that old messages may be

subpoenaed and network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use. Network administrators may review files and communications periodically to maintain system integrity and to ensure that staff members are using the system responsibly. Users should not expect that files stored on District servers will be private.

The Board expects that individual users of the network will comply with the following district standards:

- Recreational or personal use of the electronic resources should be limited to off-duty hours when school is not in session and should not result in any supply costs to the District. Buildings will develop procedures for managing use of terminals/labs.
- Electronic mail and telecommunications are not to be utilized by employees to share confidential information about students or other employees because messages are not entirely secure.
- Users may respect the privacy of others; for example, users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to others, or represent themselves as another user.
- Users must respect legal protection provided by copyright and license to programs and data.
- Users shall not intentionally develop or use programs that harass other users or infiltrate a computer or network and/or damage or alter the software components of a computer or network.
- Commercial user of any Salmon School District computer or network is not permitted.
- The displaying, saving, sending or printing of offensive pictures or messages is not allowed. Offensive in this case includes, but is not limited to: nudity, pornography, drugs, violence, profanity, ethnic slurs or racial epithets.
- Users cannot employ the network or computers to harass, insult or attack others.
- Physical damage to computers, computer systems or computer networks is not permitted.

The intent of this policy is to make clear certain uses which are and are not appropriate, not to exhaustively enumerate all such possible uses.

Disciplinary Actions:

The network supervisors (District Technician, District Technology Coordinator, Building Technology Coordinators, Superintendent, Building Principals) will report inappropriate

behaviors to the employee's supervisor who will take appropriate disciplinary action. Any other reports of inappropriate behavior, violations or complaints will be routed to the employee's supervisor for appropriate action. Violations may result in loss of access and/or disciplinary action. When applicable, law enforcement agencies may be involved.

Cross Reference: 5290 Political Activity-Staff Participation

Legal Reference: Idaho Constitution Article III, Section 1
Idaho Attorney General Opinion No. 95-07

Policy History:

Adopted on: 061107

Revised on: 031918

Prior Board Policy: GBV