



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### **Board Policy Statement**

#### **4118.4/4218.4 - Electronic Mail**

Approved on February 9, 1998

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Electronic mail is an electronic message that is transmitted between two or more computers, electronic or telephone terminals, whether or not the message is converted to hard copy format after receipt and 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 or telephone network.

All district electronic mail systems are owned by the district and are intended for the purpose of conducting official district business only. District electronic mail systems are not intended for personal use by employees of the district and employees should have no expectations of privacy when using the electronic mail system.

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.

**Users may not use the district's e-mail systems in a manner that disrupts the learning or work environment, interferes with the user's attention to work, impairs the performance of the district's computer resources or otherwise hinders the productivity of others.**

**The district retains the right to respond to illegal, improper or disruptive e-mail activity by suspending users' e-mail privileges, blocking delivery of e-mail, temporarily shutting the email system down, and/or pursuing disciplinary sanctions of this policy.**

Electronic messages are not for private or confidential matters. Because there is no guarantee of privacy or confidentiality, other avenues of communications 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".

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

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 or whether it contains information discoverable in litigation. This right also includes access to district information in the employee's absence.