

1 **Potomac Elementary**

2  
3 **PERSONNEL**

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4  
5 Employee Electronic Mail and On-Line Services Usage

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7 Electronic mail (“e-mail”) is an electronic message that is transmitted between two (2) or more  
8 computers or electronic terminals, whether or not the message is converted to hard copy format  
9 after receipt, and whether or not the message is viewed upon transmission or stored for later  
10 retrieval. E-mail includes all electronic messages that are transmitted through a local, regional, or  
11 global computer network.

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

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17 The District e-mail and Internet systems are owned by the District and are intended to be used  
18 predominantly for educational purposes only. While occasional personal use is allowed,  
19 employees should have no expectation of privacy when using the e-mail or Internet systems for  
20 any purpose.

21  
22 Users of District e-mail and Internet systems are responsible for their appropriate use. All illegal  
23 and improper uses of the e-mail and Internet systems, including but not limited to extreme  
24 network etiquette violations including mail that degrades or demeans other individuals,  
25 pornography, obscenity, harassment, solicitation, gambling, and violating copyright or  
26 intellectual property rights, are prohibited. Abuse of the e-mail or Internet systems through  
27 excessive personal use, or use in violation of the law or District policies, will result in  
28 disciplinary action, up to and including termination of employment.

29  
30 All e-mail/Internet records are considered District records and should be transmitted only to  
31 individuals who have a need to receive them. If the sender of an e-mail or Internet message does  
32 not intend for the e-mail or Internet message to be forwarded, the sender should clearly mark the  
33 message “Do Not Forward.”

34  
35 In order to keep District e-mail and Internet systems secure, users may not leave the terminal  
36 “signed on” when unattended and may not leave their password available in an obvious place  
37 near the terminal or share their password with anyone except the system administrator. The  
38 District reserves the right to bypass individual passwords at any time and to monitor the use of  
39 such systems by employees.

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41 Additionally, District records and e-mail/Internet records are subject to disclosure to law  
42 enforcement or government officials or to other third parties through subpoena or other process.  
43 Consequently, the District retains the right to access stored records in cases where there is  
44 reasonable cause to expect wrongdoing or misuse of the system and to review, store, and disclose  
45 all information sent over the District e-mail systems for any legally permissible reason, including  
46 but not limited to determining whether the information is a public record, whether it contains

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4 information discoverable in litigation, and to access District information in the employee's  
5  
6 absence. E-mail/Internet messages by employees may not necessarily reflect the views of the  
7 District.  
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9 Except as provided herein, District employees are prohibited from accessing another employee's  
10 e-mail without the expressed consent of the employee. All District employees should be aware  
11 that e-mail messages can be retrieved, even if they have been deleted, and that statements made  
12 in e-mail communications can form the basis of various legal claims against the individual author  
13 or the District.  
14

15 E-mail sent or received by the District or the District's employees may be considered a public  
16 record subject to public disclosure or inspection. All District e-mail and Internet communications  
17 may be monitored.  
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21 Policy History:

22 Adopted on: March 14, 2011

23 Reviewed on:

24 Revised on: