

SOUTH WHITTIER SCHOOL DISTRICT

Acceptable E-Mail Use Protocol and Consent Form

E-mail is an important mechanism for communication at the South Whittier School District. However, use of South Whittier School District's electronic mail systems and services are a privilege, not a right, and therefore must be used with respect and in accordance with the goals and policies of the South Whittier School District. The objectives of this policy are to outline appropriate and inappropriate use of the South Whittier School District's e-mail systems and services in order to minimize disruptions to services and activities, as well as comply with applicable policies and laws.

Scope

This policy applies to all e-mail systems and services owned by the South Whittier School District, all e-mail account users/holders at the South Whittier School District (both temporary and permanent), and all company e-mail records.

Account Activation/Termination

Access to e-mail accounts at the South Whittier School District is controlled through individual accounts and passwords. Each user of the District's e-mail system will be required to read and sign a copy of this E-Mail Acceptable Use Protocol prior to receiving an e-mail access account and password and annually thereafter. It is the responsibility of the employee to protect the confidentiality of their account and password information. E-mail access will be terminated when the employee terminates their association with the South Whittier School District. The South Whittier School District is under no obligation to store or forward the contents of an individual's e-mail inbox/outbox after the term of their employment has ceased.

General Expectations of SWSD staff

Important official communications are often delivered via e-mail. As a result, employees of the South Whittier School District with e-mail accounts are expected to check their e-mail in a consistent and timely manner during regular business hours (8 a.m. to 4:30 p.m.) so that they are aware of important announcements and updates, as well as for fulfilling business-and role oriented tasks. Unless an employee is away from the office for an extended period of time, every effort will be made to acknowledge or respond to incoming e-mail within one or two working days. E-mail users are responsible for mailbox management, including organization and cleaning. If a user subscribes to a mailing list, he or she must also be aware of how to un-subscribe their e-mail address from the list, and is responsible for doing so in the event that their e-mail address changes. E-mail users are also expected to comply with normal standards of professional and personal courtesy and conduct. E-mail use at the South Whittier School District will comply with all applicable laws, all the South Whittier School District policies, and all the South Whittier School District contracts.

Appropriate Uses of e-mail include:

- Communicating with fellow employees, schools, business partners of the South Whittier School District, and clients within the context of an individual's assigned responsibilities.
- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
- Participating in educational or professional development activities. In addition to requirements defined through the Board's *Acceptable Use Policy*,

Inappropriate uses of e-mail include:

- Viewing, copying, altering, or deletion of e-mail accounts or files belonging to the South Whittier School District or another individual without authorized permission.
- Opening e-mail attachments from unknown or unsigned sources. **Attachments are the primary source of computer viruses and should be treated with utmost caution.**
- Sharing e-mail account passwords with another person, or attempting to obtain another person's e-mail account password. E-mail accounts are only to be used by the registered user.

Excessive personal use of the South Whittier School District e-mail resources. The South Whittier School District allows limited personal use for communication with family and friends, independent learning, and public service so

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long as it does not interfere with staff productivity, pre-empt any business activity, or consume more than a trivial amount of resources. The South Whittier School District prohibits personal use of its e-mail systems and services for unsolicited mass mailings, non-South Whittier School District commercial activity, political campaigning, dissemination of chain letters, social networking or social/personal exchange with students and use by non-employees.

Monitoring and Confidentiality

The e-mail systems and services used at the South Whittier School District are owned by Board, and are therefore its property. This gives the South Whittier School District the right to monitor any and all e-mail traffic passing through its e-mail system. Staff will not actively read end-user e-mail. However, e-mail messages may be inadvertently read by IT staff during the normal course of managing the e-mail system. In addition, backup copies of e-mail messages may exist, despite end-user deletion, in compliance with the South Whittier School District's records retention policy¹. The goals of these backup and archiving procedures are to ensure system reliability and prevent business data loss. Use extreme caution when communicating confidential or sensitive information via e-mail. Keep in mind that all e-mail messages sent outside of the South Whittier School District become the property of the receiver. A good rule is to not communicate anything that you wouldn't feel comfortable being made public. Under the *Freedom of Information and Protection of Privacy Act* all electronic communications are subject to FOIPOP requests.

Reporting Misuse

Any allegations of misuse should be promptly reported to the Educational Services Department. If you receive an offensive e-mail, do not forward, delete, or reply to the message. Instead, report it directly to the department named above.

Disclaimer

The South Whittier School District assumes no liability for direct and/or indirect damages arising from the user's use of the South Whittier School District's e-mail system and services. Users are solely responsible for the content they disseminate. The South Whittier School District is not responsible for any third-party claim, demand, or damage arising out of using the South Whittier School District's e-mail systems or services.

Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at the South Whittier School District. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use on the South Whittier School District's e-mail systems and services may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of e-mail access;
2. Disciplinary action according to applicable South Whittier School District policies;
3. Termination of employment; and/or
4. Legal action according to applicable laws and contractual agreements.

E-Mail User Agreement

I have read and understand the E-Mail Acceptable Use Protocol. I understand if I violate the rules explained herein, I may face legal or disciplinary action according to applicable policies of the South Whittier School District or laws.

Name: _____

Signature: _____

Date: _____