DISTRICT-ISSUED STUDENT AND STAFF E-MAIL ACCOUNTS

Students
Students assigned a school e-mail account are required to utilize it for all school–related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed an authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Staff
The Board of Education is committed to the effective use of e-mail by all District staff and Board members in the conduct of their official duties. When available, the District’s e-mail system must be used by employees for any official District e-mail communications.

This policy and any corresponding guidelines serve to establish a framework for student’s proper use of e-mail as an educational tool and for staff for conducting official business and communicating with colleagues, students, parents and community members.

Personal e-mail accounts on providers other than the District’s e-mail system may be blocked at any time if concerns for network security, SPAM or virus protection arise. Student are expected to exercise reasonable judgement and prudence and take appropriate precautions to prevent viruses from entering the District’s network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

Students and staff shall not send or forward mass e-mails, even if educationally-related and concern District business, without prior approval of their classroom teacher or the superintendent or designee.

Students and staff may join list servs or other e-mail services (e.g. RSS feeds) that pertain to academic work or responsibilities in the District provided the e-mails received from the list servs or other e-mail services do not become excessive. If a student is unsure whether s/he has adequate storage or should subscribe to a list serv or RSS feed, s/he should discuss the issue with his/her classroom teacher, the building principal or the District’s IT staff.
The Superintendent or Designee is authorized to block e-mail from list servs or e-mail services if the e-mails received by the student or staff becomes excessive.

Students are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages and purging e-mails once they are read and no longer needed for school.

Staff members are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a litigation hold (see Policy 4710.00-R(1), and purging all other e-mails that have been read. If the staff member is concerned that his/her e-mail storage allotment is not sufficient, s/he should contact the District’s IT staff.

**Public Records**

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District staff and Board members may be public records if their content concerns District business, or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310.00 – Public Records. E-mails that are student records must be maintained pursuant to Policy 8900.00 – Student Records. Finally e-mails may constitute electronically stored information (“ESI”) that may be subject to a litigation hold pursuant to Policy 4710.00-R(1).

State and Federal law exempt certain documents and information within documents from disclosure, no matter what their form. Therefore, certain e-mails may be exempt from disclosure or it may be necessary to redact certain content in the e-mails before the e-mails are released pursuant to a public records request, the request of a parent of eligible students to review education records, or a duly served discovery request involving ESI.

E-mails written by or sent to District staff and Board members by means of their private e-mail account may be public records if the content of the e-mails concerns District business, or education records if their content includes personally-identifiable information about a student. Consequently, staff shall comply with a District request to produce copies of e-mail in their possession that are either public records or education records, or that constitute ESI that is subject to a litigation hold, even if such records reside on a computer owned by an individual staff member, or are accessed through an e-mail account not controlled by the District.

**Retention**

Pursuant to State and Federal law, e-mails that are public records or education records, and e-mails that are subject to litigation hold shall be retained.
Unauthorized E-Mail

The Board does not authorize the use of its Technology Resources, including its computer network ("network"), to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party’s e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the network. The Board’s failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights. Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

Authorized Use and Training

Pursuant to Policy 7545.00-R(1), staff and Board members using the District’s e-mail system shall acknowledge their review of, and intent to comply with, the District’s policy on acceptable use and safety.

Furthermore, staff and Board members using the District’s e-mail system shall satisfactorily complete training regarding the proper use and retention of e-mail.