

**EMPLOYEE USE OF EMAIL**

By using the email system, the employee expressly consents to the District's email policy. The user agrees not to misuse or abuse the email system, agrees to comply with all limitations on the use of the email system and understands that the email system is not a private communication medium.

The email system is a business tool owned and paid for by the District; therefore, the email system is the District's property. All email messages are the property of the District and are subject to office policy, procedures and control. As such, the District has the right to view them at any time. The District respects the individual privacy of its employees. However, that privacy does not extend to the employee's work-related conduct or to the use of District provided technical resources or supplies. Therefore, employees have no right of privacy as to any information transmitted or stored through the District's email system. To ensure proper use, the District may monitor its technological resources at any time without advance notice or consent.

Employees shall use the email system for purposes related to their employment with the District. Use of the email system that promotes unethical practices, or any activity prohibited by law, the Education Code and/or any other statutes, or District policy is strictly prohibited. Except as otherwise indicated in this policy, Commercial or political use of the email system is also strictly prohibited. Messages relating to or in support of illegal activities are strictly prohibited and will be reported to District authorities and may be reported to legal authorities.

Employees should be aware that computer files and communications over electronic networks, including email are not private. This technology should not be used to conduct personal commercial business.

The transmission of information about students or District affairs shall adhere to the following:

- Confidential information should never be sent or forwarded to outside individuals or outside agencies not authorized to receive that information.
- Confidential messages and information should never be sent or forwarded to others, including faculty, staff and students who do not need to know the information.
- Confidential information should not be forwarded to multiple parties unless there is a clear and legitimate need to do so.
- Confidential email should not be retained in an employee's personal mailbox, but should be deleted as soon as possible.
- Confidential messages from or to legal counsel should not be forwarded to others without counsel's authorization, since such messages may constitute privileged communications between the District and its attorney.

Users shall not use email in ways that violate any copyright laws. This includes but is not limited to copyrighted information, graphics and software.

**EMPLOYEE USE OF EMAIL cont'd**

The email system is not provided as a public, student, or employee forum. Sending unnecessary messages to a large number of people (chain mail) is prohibited. Appropriate work related email may be sent to a group of District users, such as Education Center or All Elementary Secretaries. The sender should select the appropriate group. Since email is not provided as a public forum, it should not be used to broadcast personal opinion or personal information.

Email shall not include the transmission of the type of material that is threatening, disruptive, sexually explicit, obscene, or that could reasonably be perceived as harassment or disparagement of others based on their race, national origin, gender, sexual orientation, age, disability, religion, or political belief, or which is otherwise inconsistent with District policies, regulations or procedures, or which is contrary to law.

Email shall not be used to produce, distribute, access, use or store information which would subject the District or the individual to criminal, civil or administrative liability for its use, production, distribution, access or storage. Electronic communication on District computers could reflect upon the District since all messages sent from the District include the name of the District in the electronic address.

For District employees provided with email, the email is considered a primary avenue of communication and should be checked by employees frequently.

Guests may receive an individual account with the approval of a District administrator if there is a specific, District-related purpose requiring such access. Use of the system by a guest must be limited specifically to the District-related purpose. Guest accounts will not be included in any email groups or distribution lists without authorization from Technology Services.

Users must comply with the provisions of Education Code section 7054, which includes email when it states that, "no school district...funds, services, supplies, or equipment shall be used for the purpose of urging the support or defeat of any ballot measure or candidate including, but not limited to, any candidate for election to the governing board of the district." This does not preclude the district from sharing accurate, factual information on these topics. Any email sent or received using the District system or resources may be inadvertently viewed, printed, forwarded, and/or saved. Users are advised that information and communication deleted by the user may be restored and retrieved from the computer by the District or a legal authority.

Security on the network is a high priority. The person in whose name an account is issued is responsible at all times for its proper use. Employees are responsible for preventing unauthorized access to the email system by:

- Logging off or taking other measures when they are away from their workstation.
- Ensuring that email windows are not left open on the screen when the workstation is unattended.
- Keeping account passwords confidential and not allowing others to use them.

**EMPLOYEE USE OF EMAIL cont'd**

No employee shall send email that either masks the employee's identity or indicates that the email was sent by someone else. No employee shall access the email system using another employee's password.

Violations of this policy may result in disciplinary action up to and including dismissal.

The District does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, the District reserves the right not to provide a defense or pay damages assessed employees for conduct in violation of this policy.