

EMPLOYEE EMAIL USE

The School District of Bonduel shall provide employees with email for the purpose of fulfilling the District's mission of teaching, learning, and public service operations. It is the policy of the Board to mandate and expect that staff will use the email in a responsible manner. Accordingly, the Board has established a policy and procedures for the use of email along with rules governing staff use. Staff must understand that the use of this electronic information resource is a privilege, not a right.

PROCEDURES

1. The district provides staff with access to email for the purpose of fulfilling the District's mission of teaching, learning, and public service operations.
2. All email accounts are the property of the School District of Bonduel and therefore are not private. The District retains the right to review, audit, intercept, access, and disclose all messages created, received, or sent over the electronic mail systems as necessary.
3. Remote access to email services will be provided to the extent economically feasible. Technical assistance to staff in accessing email remotely will be limited.

RULES

Staff shall:

1. Follow the policies and procedures as stated in the TAUP policy.
2. Be aware of and abide by all state, local, and national laws regarding the transmission of information electronically.

Staff shall not:

1. Allow anyone else, including family members, to use individually assigned email accounts.
2. Use any form of obscene, harassing, racist, sexist or abusive language or behavior in email transmissions.
3. Send messages using someone else's name.
4. Use the email system for personal gain or for more than occasional personal use including sending personal messages.
5. Read mail without the owner's permission.

Cross Reference: Technology Acceptable Use/Internet Safety
Policy--IIBGA and IIBGB

Policy Adopted: April 19, 2004
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