

# POLICY

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**SUBJECT: USE OF EMAIL IN THE SCHOOL DISTRICT**

Electronic mail or email is a valuable educational and administrative communication tool, and users shall use this tool in a responsible, effective and lawful manner. Every employee/authorized user has a responsibility to maintain the District's image and reputation, to be knowledgeable about the inherent risks associated with email usage and to avoid placing the School District at risk. Although email seems to be less formal than other written communication, the same laws and business records requirements apply. School District employees/authorized users shall use the District's designated email system for all email, including emails in which students or student issues are involved.

**Employee Acknowledgement**

All employees and authorized users shall acknowledge and follow the District's policies and regulations on responsible use of computerized information resources, including email usage.

**Classified and Confidential**

District employees and authorized users may not:

- a) Provide lists or information about District employees or students to others and/or classified information without administrative approval. Questions regarding usage should be directed to a Principal/supervisor.
- b) Forward emails with confidential, sensitive, or secure information without Principal/supervisor authorization. Additional precautions should be taken when sending documents of a confidential nature.
- c) Use file names that may disclose confidential information. Confidential files should be password protected and encrypted, if possible. File protection passwords shall not be communicated via email correspondence in any event.

**Use of Email**

Employees and authorized users may use the District's email system for official school business only. There is no expectation of privacy in email use. All email accounts on the District's system are the property of the School District. Personal accounts and instant messaging shall not be used to conduct official school business.

Employees and authorized users shall inform their Principal/supervisor of emails that violate the Student Code of Conduct, Sexual harassment in the School District, Anti-Discrimination, Code of Ethics for all District personnel and other related guidelines of professional behavior and/or policies of professional practice.

(Continued)

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**SUBJECT: USE OF EMAIL IN THE SCHOOL DISTRICT (Cont'd.)**

## **Records Management and Retention**

Retention of email messages are covered by the same retention schedules as records in other formats, but are of a similar program function or activity. Email shall be maintained in accordance with the NYS Records Retention and Disposition Schedule ED-1 and as outlined in the Records Management Policy. Email records may consequently be deleted, purged or destroyed after they have been retained for the requisite time period established in the ED-1 schedule.

All email sent and received to an employee's email account should be archived by the District for a period of no less than six (6) years.

## **Sanctions**

Violations of this policy may result in appropriate disciplinary action.

## **Notification**

All employees/authorized users will be provided with a copy of the District's policies on staff and student use of computerized information resources and the regulations established in connection with those policies when they are hired. Each user will agree to District policies related to the District Computer System through an electronic acknowledgement of the agreement upon login to the District's computer system.

## **Confidentiality Notice**

A standard Confidentiality Notice will automatically be added to each email as determined by the District.

NOTE: Refer also to Policies #3320: Confidentiality of Computerized Information  
#3420: Anti-Harassment in the School District  
#5670: Records Management  
#8271: Children's Internet Protection Act: Internet Content Filtering/Safety Policy

Adopted 8/26/14  
Amended 12/20/16