

EMPLOYEE USE OF ELECTRONIC MAIL

The district expects the use of electronic mail (e-mail) by employees for instructional and communication purposes that are consistent with the goals and policies of the district. As necessary, access to e-mail accounts shall be provided to all district employees.

Electronic mail messages are subject to many of the same statutes and legal requirements as other forms of communication. All such documents are generally considered to be public records and are subject to public inspection. To the greatest extent possible in a public setting, individuals' privacy shall be preserved. However, there is no expectation of privacy or confidentiality for documents and messages stored on district-owned equipment. Although the district does not make a practice of monitoring individual messages, the District Administrator/designee reserves the right to retrieve the content for legitimate reasons, such as to find lost messages, to verify compliance with contractual/supervisory expectations, to comply with investigations of wrongful acts, and to recover from system failure. The District shall take appropriate corrective action or disciplinary action against an employee based upon information obtained from monitoring or inspecting his or her electronic mail communications.

Users of e-mail systems shall be aware that, in addition to being subject to authorized access, e-mail in its present form cannot be secured and is, therefore, vulnerable to unauthorized access and modification by third parties. Receivers of e-mail documents shall check with the purported sender if there is any doubt about the identity of the sender or the authenticity of the contents, as they would with print documents. Users of the district's e-mail services shall be aware that even though the sender and recipient have discarded their copies of an e-mail record, there may be back-up copies of such e-mail that can be retrieved.

District employees are permitted to use electronic mail for personal communications but shall not interfere with or conflict with district business. Employees shall exercise good judgment regarding the reasonableness of personal use.

District employees shall use e-mail responsibly. Among the practices they will not engage in are as follows:

1. Use electronic mail for commercial purposes;
2. Send obscene or patently offensive electronic mail;
3. Intercept, disrupt, or alter an electronic mail communication without proper authorization;
4. Access, copy, send, or modify electronic mail messages from or within the electronic files or records of another without permission;
5. Allow another to use one's electronic mail account;
6. Use electronic mail to intentionally transmit malicious items such as viruses or worms;
7. Use electronic mail to interfere with the ability of others to conduct district business;
8. Send unsolicited "junk" electronic mail or mass electronic mailings without a legitimate district purpose or without prior authorization of the Superintendent/designee;
9. Reproduce or distribute copyrighted materials without appropriate authorization;
10. Use electronic mail in such a way that violates district policy, state law, or federal law.

Utilizing the e-mail system managed by the School District of Amery is reserved for the mission of educating students and managing the school district. Although allowing outside organizations and individuals access to e-mail is not required of the school district, the convenience and efficiency of utilizing e-mail is clearly beneficial to employees. As a result, the District will allow outside organizations to use e-mail with the following guidelines:

1. An outside organization may set up a listserv or distribution list utilizing school district email addresses, but these listservs/distribution lists must reside on computers or servers outside of the School District of Amery and its computer network.
2. E-mail communications may be sent under the following guidelines:
 - a. Meeting announcements and general information may be sent via e-mail.
 - b. Communications not related to specific School District of Amery position descriptions must be conducted off regular contract time for e-mail communication, just as any personal communications must be accomplished off contract time.
 - c. Individuals and organizations sending political advocacy e-mail communications shall be urged to discontinue these practices.
 - d. It is understood that the School Board and administration has the right to monitor and review any e-mails on the district servers.
 - e. Permission to utilize school district e-mail addresses may be withdrawn if the conditions above are not met by outside organizations.
3. Outside organizations may not utilize School District of Amery computers, network equipment, peripherals, or copiers for administrative purposes including, but not limited to, storage and materials production.

The district shall not be liable for an employee's inappropriate use of the electronic mail system or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users.

The district shall cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communication's system.

LEGAL REF.: 947.0125 & Section 943.70, Wisconsin Statutes;
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CROSS REFERENCE: 190-Board Member Use of Electronic Mail

ADOPTED: August 24, 2009