

EMPLOYEE E-MAIL GUIDELINES

Purpose: The purpose of these procedures is to delineate acceptable uses of e-mail by approved employees. These procedures supplement Okeechobee County School Board Policy 8.80. The considerable benefits of e-mail communication to convey information quickly must be balanced by reasonable risk management and limits designed to protect the electronic network.

Procedures:

1. E-mail is to be used for school and district business by administrative and instructional employees. When approved by supervisors to use the district e-mail system, support employees will also follow these guidelines. Although the district does not prohibit all personal use of e-mail, a common sense approach should be applied.
 - (a) Acceptable personal use of e-mail is where the communication is brief, does not interfere with work, does not subject the district to any additional cost, and is consistent with the requirements contained in this policy.
 - (b) Prohibited uses of e-mail include:
 1. Non-district sponsored solicitations, including, but not limited to such things as advertising the sale of property or other commercial activities;
 2. Sending copies of documents in violation of copyright laws or licensing agreements;
 3. Sending messages which violate student confidentiality rules or education records guidelines;
 4. Sending content that may constitute prohibited forms of harassment or be considered discriminatory, obscene or derogatory, whether intended to be serious or humorous;
 5. Sending communications reflecting or containing chain letters.
 6. Sending material promoting political positions or actions.

EMPLOYEE E-MAIL GUIDELINES

Employee E-Mail Guidelines Page -2-

- (c) The district does not intend to routinely monitor the contents of e-mail messages. However, users should expect that electronic mail messages may be accessed by authorized supervisors or system administrators with or without the permission of the employee.
 - (d) Any requests for access to the contents of e-mail in order to respond to legal process, such as subpoenas and public records law requests, or for purposes involving litigation, investigation or claim must be immediately brought to the attention of the Superintendent.
 - (e) Individual users are responsible for keeping and archiving their own business-related e-mail. Retention of these files is subject to Florida State laws.
2. All e-mail accounts must be established and terminated by an authorized site contact. E-mail accounts are password protected. Under no circumstances shall employees share passwords with others or use another employee's password.
 3. Use of district-designed group distribution lists by instructional and approved support staff is limited to the work site of the employee or to the subject area or grade level of the employee. Instructional or support employees needing to send messages to wider audiences must obtain approval of an administrator.
 4. Any allegations of staff misconduct received by e-mail must be brought immediately to the attention of the principal/supervisor or a higher-level administrator.