

POLICY

Queen Anne's County Public Schools

POLICY TITLE: Electronic Mail (e-mail)	
ADOPTION/EFFECTIVE DATE: Adopted: April 2, 1997 Revised: December 5, 2006 Reformatted: October 9, 2013	
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Support Services Amendment:	

A. Purpose

To establish a uniform process for the use of the Board of Education email system.

B. Policy Statement

The email system is provide to the staff for business purposes only. This policy has been developed to define the parameters for that use, security and sanctions involving misuse of the system.

C. Rationale

Electronic Mail (e-mail) is a tool provided by the Board of Education to complement traditional methods of communication and to improve education and administrative efficiency. Users have the responsibility to use this resource in an efficient, effective, ethical and lawful manner. Use of the Board of Education e-mail account evidences the user's agreement to be bound by this policy.

D. Definitions

None

E. Implementation Guidelines

1. Use of E-Mail

The E-mail system, like all other Board property, is to be used for business purposes.

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2. E-Mail Review

All E-mail is subject to review by management. Your use of the E-mail system grants consent to the review of the messages to or from you in the system, in printed form or in any medium. ***E-mail is not confidential communication. Employees are not to send confidential information via e-mail.***

3. Personal Passwords

The Supervisor of Technology can override any individual password and thus has access to all electronic mail messages in order to ensure compliance with company policy.

4. Discipline

Employees may be disciplined up to and including discharge for violation of E-mail policies or the violation of other Board policies through the use of the E-mail system.

5. Solicitation

E-mail shall not be used to solicit for outside business ventures, personal parties, social meetings, charities, membership in any organization, political causes, religious causes, or other matters not connected to the BOE business.

6. Security

E-mail is only to be used by authorized persons. If you have not been issued an E-mail box/password, you can use the E-mail system. Employees are not to use unauthorized codes, passwords, or other means to gain access to E-mail belonging to others. Employees shall not disclose their codes or passwords to others.

7. Deletions

Because of the limitations on the amount of data that can be maintained in the computer network, the technology department will delete E-mail messages more than 30 days old.

8. Inappropriate Use of E-mail

Do not use the E-mail system to tell a building administrator or department supervisor that you are going to be absent. Similarly, building administrators or department supervisors are not to use the E-mail to deliver performance reviews.

9. Monitoring

Periodically, your use of the network, E-mail, and other communication systems may be monitored. Violations of Board policies detected through such monitoring can lead to discipline, up to including discharge.

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10. Business Records

E-mail messages are considered to be business records of the Board. Accordingly, they may be used in administrative, judicial, or other proceedings.

F. Evaluation

The Superintendent will provide the Board of Education a review of this policy in 2017. The focus of this review will be the effectiveness of the elements of this policy in assisting the Board in fulfilling its mission.

G. References

None