

## **EHAA - COMPUTER SECURITY, E-MAIL AND INTERNET COMMUNICATIONS POLICY**

This policy for the use of the SAU #39 electronics communication system has two purposes:

- To define what is appropriate use,
- To make recommendations for effective use

Email has become an important tool in our personal and professional lives. Email is not only a significant method of communication that is convenient and easy to use; it also facilitates collaboration, enhances learning and eases the exchange of information.

1. SAU 39 provides employees with electronic communication tools (such as email, electronic messaging, discussion groups and other forms of electronic communication) to conduct official business which supports the mission of the school districts. Official uses include professional communication with colleagues, students, parents, SAU staff and other people or groups related to school business.
2. The electronic communications system is owned and managed by SAU 39. The SAU has the ability and right to monitor any and all electronic communication that passes through the system.
3. SAU 39 will make reasonable efforts to design and maintain its computer equipment, networks, and electronic communication systems to maximize secure operations and minimize the possibility of unauthorized access or intrusion. Security measures and protections shall be implemented to protect system files, data, the identities and personal information of users, and maintain privacy of the individuals and the data systems, should unauthorized access occur.
4. Email is not considered a secure or private method of communication. There are a number of ways for others to gain access to email accounts, both accidentally and maliciously. Carefully consider the ramifications of emails which contain confidential information, including but not limited to student discipline, health, or special education.
5. Email account quotas are set by the SAU, and email accounts should be maintained by the users. The SAU reserves the right to delete emails from accounts that exceed the quota.
6. Email is an important communication tool of SAU 39. Employees should check their email at least once per day.
7. Email is an official form of communication within SAU 39. Emails on the SAU-39 system must conform to the mission and goals of the SAU. The SAU 39 email system should not be used for commercial, political, personal, religious or other purposes unrelated to the educational mission.
8. The SAU prohibits discriminatory, harassing, or offensive materials in any form. Possibly offensive messages include, but are not limited to, those which contain sexual implications, racial slurs, or which address someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
9. Notwithstanding the District's right to retrieve and monitor any E-mail messages, such messages should be treated as confidential by other employees and accessed

## **AMHERST Policy**

- only by the intended recipient. Employees are not authorized to retrieve or read any E-mail that is not sent to them. Any exception to this policy must receive prior approval by the Superintendent.
10. Any employee who violates this policy or uses the computer system or electronic mail system for improper purposes shall be subject to discipline up to and including discharge.
  11. The District has the authority to terminate or limit access to electronic communication systems at any time.

**ADOPTED: September 4, 2008**