

1 West Ada School District, Meridian

2
3 SCHOOL COMMUNITY RELATIONS

4
5 SERIES 1000

6
7 Policy Title E-Mail and Electronic Communications Use Code No. 1001.40

8
9 The following policy outlines the position of the board of trustees of West Ada School District, with
10 regard to access, use, monitoring, and disclosure of electronic mail (E-Mail) messages and
11 communications created, sent or received by district employees using the district's electronic mail
12 or communications systems.

- 13
14 A. The district maintains an electronic mail system. This system is provided by the district to
15 assist in the conduct of business within the district.
- 16
17 B. The electronic mail system hardware and software is district property. Additionally, all
18 messages or communications composed, sent or received on the electronic mail system are
19 and remain the property of the district. They are not the private property of any employee.
- 20
21 C. The use of the electronic mail system is designed for the conduct of district business. Use for
22 personal business shall be kept to a minimum and shall conform to State, Federal regulations
23 and district policy.
- 24
25 D. The electronic mail system shall not be used to solicit or proselytize for commercial ventures,
26 religious or political causes, outside organizations, or other non-job-related solicitations.
- 27
28 E. The electronic mail system shall not be used to create any offensive or disruptive messages.
29 Among those considered offensive are any messages that contain sexual implications, racial
30 slurs, gender-specific comments, or any other comment that offensively addresses someone's
31 age, religious or political beliefs, national origin, or disability.
- 32
33 F. The electronic mail system shall not be used to send (upload) or receive (download)
34 copyrighted materials, proprietary financial information, or similar materials without prior
35 written authorization. Electronic mail that contains confidential student information
36 (defined in Policy 504.60 – Education Records) is considered an educational record and is
37 intended for the designated recipient or recipients with a legitimate educational interest in
38 the confidential student information and shall not be forwarded to any person or persons
39 who do not have a legitimate educational interest in the confidential student information (see
40 Policy 504.60 – Education Records, lines 35-73). Electronic mail that contains confidential
41 personnel information is intended for the designated recipient and shall not be forwarded to
42 any person other than an administrator/supervisor or the Human Resources Director.
- 43
44 G. The district reserves and intends to exercise the right to review, audit, intercept, access and
45 disclose all messages created, received or sent over the electronic mail system for any
46 purpose. The contents of electronic mail properly obtained for legitimate business purposes
47 may be disclosed within the district without the permission of the employee. Further, the use
48 of password for security does not guarantee confidentiality. All passwords shall be disclosed
49 to the district or they are invalid and cannot be used.
- 50

51 H. The confidentiality of any message should not be assumed. Even when a message is erased,
52 it may still be possible to retrieve and read that message. All email will be removed and
53 deleted from a user's account after ninety (90) days. The district email system does not
54 archive email for later retrieval.
55

56 I. Employees shall not use an encryption or pass code, access a file, or retrieve any stored
57 information, unless authorized to do so. Employees shall not, without clearance by an
58 authorized district representative, attempt to gain access to another employee's messages
59 without the latter's permission. All computer pass codes must be provided to supervisors.
60 No pass code shall be used that is unknown to the district.
61

62 J. District e-mail addresses will not be linked to personal/social networking accounts and social
63 websites.
64

65 K. Any employee who violates this policy or uses the electronic mail system for improper
66 purposes shall be subject to discipline, up to and including discharge.
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85

86 Date of Adoption:
87 10/13/09; 3/19/13

Legal Reference: Code of Idaho
