

Timberlane Regional School District	Policy Code: EHAA
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COMPUTER SECURITY, E-MAIL AND INTERNET COMMUNICATIONS

The Timberlane Regional School District has established this policy with regard to access and disclosure of electronic data composed, stored, sent, or received by employees using the District computer system. This policy is designed to protect the safety and security of the District's computer systems including E-mail and internet use.

The District intends to enforce the rules set forth below and reserves the right to change these rules at any time.

1. The computer hardware system, software and E-mail system are owned by the District, and all messages or data composed, stored, sent, or received using the system are and remain the private property of the District. They are not the property of the employee.
2. The computer and E-mail system is to be used for business purposes only. Personal business is unauthorized and should not be conducted on the system.
3. The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
4. The District prohibits discriminatory, harassing, or offensive materials in any form of media. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
5. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
6. The District reserves, and intends to exercise without prior notice, the right to read, review, audit, intercept, access or disclose any and all information on an employee's computer and network folder or messages created, received or sent over the electronic mail system for any purpose, even if coded or password protected.
7. The confidentiality of any message or data should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality, or that the District will not retrieve it.
8. Any communications created, sent, or retrieved using E-mail may be read by individuals other than the intended recipient.
9. Notwithstanding the District's right to retrieve and monitor any E-mail messages,

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such messages should be treated as confidential by other employees and accessed 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/designee.

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 any program at any time.
12. Internet use files (logs) will be retained for a period of fourteen (14) calendar days.
13. The District reserves the right to limit the size of network folders and/or E-mail folders.
14. The District reserves the right to establish a process to automatically, and without notification, delete E-mail messages from district networks in accordance with the E-Mail Retention Guidelines indicated below:

E-Mail Retention Guidelines

The Timberlane Regional School District is obligated to respect and, in many cases, to protect confidential data. There are, however, technical and legal limitations on the District's ability to protect confidentiality. For legal purposes, electronic communication (e-mail) is no different than a paper document. In limited circumstances, the district may be legally compelled to disclose information relating to business or personal use of e-mail to community members under the Right-to-Know law, to governmental authorities or, in the context of litigation, to other third parties. E-mail may also contain information that should be retained in the official records of the School District.

Any e-mail message that would be saved if it had been transmitted in paper form should be printed in school records in accordance with the Local Records Retention Schedule (EH-R). If a printed e-mail message that should be retained is not otherwise described in the Local Records Retention Schedule, it should be retained for one calendar year. An e-mail recipient's decision on whether to print and retain e-mail should be made within 60 days of receipt of an e-mail message. All e-mail messages should be deleted from the system by the e-mail user (after those messages that should be retained have been printed on hard copy) within 60 days after receipt of an e-mail message.

Staff members with questions regarding the retention of particular e-mail messages should obtain an opinion from their supervisor.

- I. Examples of e-mail messages which may be deleted without printing a hard copy are:
 - a. Messages that address routine administrative, curricular and co-curricular matters, announcements of meetings, schedules of events, etc.

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- b. Messages that take place of informal discussion and which if they were printed would not be retained in school records.
- c. Messages that transmit generic information and are not specific to a student's educational program.
- d. Messages that address personal matters are unrelated to the school district.
- e. SPAM

II. Examples of e-mail messages which should be printed and retained are:

- a. Messages that address significant aspects of specific student's educational program including, but not limited to, health discipline, special education program, interaction with DCYF and communication with parents relating to specific aspects of the student's interaction with the school district.
- b. Messages that contain and/or provide information used in making policy decisions, concerning curricular or co-curricular activities, personal actions or that relate to the business of the school district.
- c. Messages that address matters of significant interest in the community relating to the school district.