

## Personnel

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**SUBJECT: USE OF EMAIL IN THE SCHOOL DISTRICT**

When used appropriately, email is a quick and effective means of communication, and we expect all professional employees to make regular use of the school email service. Used inappropriately, however, email may lead to miscommunication, legal liabilities, conflicts of interest, harassment and abuse. For this reason, the Board of Education for the Marathon Central School District has established this policy to distinguish appropriate and allowable uses of the school email system from those uses that are unacceptable and prohibited.

- a) All new employees will have a school email account established in their name. Each employee is responsible for the security of their individual password to access their email account.
- b) Professional employees are expected to check their email on a regular basis, as email may be used to communicate important events, information and requests necessary for the smooth operation of the school.
- c) The school email is intended for business use. Personal use of the school email account should be reasonable and not interfere with an employee's job and responsibilities to the school.
- d) School email may be used on an occasional basis to share information about community and school resources, events, services, and opportunities. Only occasional and appropriate humorous or inspirational stories are allowed.
- e) The school email shall not be used to regularly promote an individual's businesses or financial gain.
- f) School email shall not to be used to advocate political agenda(s), political candidate(s), or religious beliefs.
- g) "Chain letters" are not to be distributed via school email.
- h) The school email shall not be used to denigrate, humiliate, nor publicly criticize another member(s) of the school or community.
- i) Users are expected to exercise restraint in their use of email to criticize or debate controversial issues, policies, actions, or other individuals. While such discussion is essential to the health, progress, and well-being of the District and its students, email is not an appropriate vehicle for the resolution of conflict. When conflicts do arise, participants are encouraged to use email or another means of communication to schedule a face-to- face meeting(s) to discuss the issue.
- j) Student and family confidentiality must be maintained throughout all school communication, including school email. Individual student names shall not be used when dealing with a critical or confidential communication.

(Continued)

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**SUBJECT: USE OF EMAIL IN THE SCHOOL DISTRICT (Cont'd.)**

- k) Pornographic jokes or language and swearing of any kind is prohibited in school email.
- l) School employees are expected to use complete sentences and conventional grammar in all school email communications.
- m) Every school email has the potential to become a public document and should be treated as such. Email users shall have no expectation of privacy in their email communications, as emails may be subpoenaed by a court of law or may be viewed by school officials at any time. Employees should, therefore, never send an email that could not be re-posted in a public place.

NOTE: Refer also to Policies #3320 -- Confidentiality of Computerized Information  
#3420 -- Non-Discrimination and Anti-Harassment in the School District  
#5670 -- Records Management  
#6410 -- Staff Use of Computerized Information Resources  
#8271 -- Internet Safety/Internet Content Filtering Policy

Adoption Date