

STAFF PERSONNEL
Series 400

Policy Title: ELECTRONIC MAIL & ON-LINE
SERVICES USAGE

Code: 409.6

Electronic mail (e-mail) is defined as a communications tool whereby electronic messages are prepared, sent and retrieved on personal computers. On-line services (i.e. the Internet) are defined as a communications tool whereby information, reference material and messages are sent and retrieved electronically on personal computers.

Because of the unique nature of e-mail/Internet, and because of the District's desire to protect its interest with regard to its electronic records, the following rules have been established to address e-mail/Internet usage by all employees:

The District e-mail and Internet systems are intended to be used for educational purposes only. No district employee may use the District's e-mail or Internet systems for the promotion of election or political campaigns, issues dealing with private or charitable organizations or foundations or ballot issues, as well as for advertisement, solicitation or engagement in private business activities or enterprises for ones self or on behalf of others. However, use for other informal or personal purposes is permissible within reasonable limits. All e-mail/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them. Additionally, District records and e-mail/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, employees should always ensure that the educational information contained in e-mail/Internet messages is accurate, appropriate and lawful. E-mail/ Internet messages by employees may not necessarily reflect the views of the District. Abuse of the e-mail or Internet systems, through excessive personal use, or use in violation of the law or District policies, will result in disciplinary action, up to and including termination of employment. District computers as well as all activity taking place on those computers are subject to District review and accessibility. Accordingly, there is no privacy and no expectation of privacy in any employee's use of a school District computer and such can be accessed and reviewed by District Administrative personnel or at the request of District Administrative personnel at any time, with no notice or consent.

While the District does not intend to regularly review employees' e-mail/Internet records, employees have no right or expectation of privacy in e-mail or the Internet. The District owns the computer and software making up the e-mail and Internet system and permits employees to use them in the performance of their duties for the District. E-mail messages and Internet records are to be treated like shared paper files, with the expectation that anything in them is available for review by the Superintendent.

The Lapwai Education Association will have the right to place notices, circulars and other material on designated school bulletin boards, electronic means, and/or teachers' or administrators' mailboxes relating to Association business and not derogatory to the School District and/or its personnel.

Date of Adoption: 03/17/08

Readopted: July 2009

Revised: 07/18/11

Related References:

Legal Reference:

Idaho Constitution Article VIII, Section 2

Idaho Attorney General Opinion # 95-07

Board of County Commissioners v. ID Health Facilities Authority, 96 Idaho 498 (1975)