

ANCHORAGE SCHOOL DISTRICT ELECTRONIC COMMUNICATION (E-MAIL) PROCEDURE

PURPOSE

This document defines the electronic communication (e-mail) procedure for ASD e-mail users. E-mail is a tool for business/school communication. Users are responsible for using this resource in an efficient, effective, ethical and lawful manner. E-mail users must follow the same code of conduct expected in any other form of written communication or face-to-face business/school communication. Refer to ASD School Board Policy Sections 532.36 Ethical Conduct and 674.3 Municipal Ethics Code (www.asdk12.org/School_Board/policy/) and the Municipal Ethics Code (livepublish.municode.com).

The term “electronic message” includes any electronic message that can be stored, attached or transferred via an e-mail transmission (such as, but not limited to, traditional e-mail , voice mail, instant messaging and fax).

AUTHORIZED USERS

Only authorized personnel with a signed Internet User Agreement form on file will receive an ASD e-mail account. Authorized personnel are ASD employees or other individuals who have been approved by the Office of the CIO. Users are limited to one e-mail account.

PERSONAL USE

E-mail is meant primarily for business/school use. However, ASD allows personal e-mail use if it is reasonable, appropriate and does not interfere with work. Employee correspondence concerning union issues is governed by negotiated agreements. Users may not use their ASD e-mail account for monetary gain, political/religious advocacy, private business enterprise, or any unlawful or inappropriate use.

MANDATES

Access to confidential e-mail or attachments is limited to a ‘need-to-know’ basis. It is strictly prohibited to:

- Copy messages or attachments identified as confidential without first acquiring permission from the originator.
- Forge or attempt to forge e-mail messages, or disguise or attempt to disguise your identity when using e-mail.
- Share your personal ASD e-mail account credentials, unless authorized.

All e-mail accounts maintained on ASD servers are the property of ASD. Users do not have a right of privacy to anything they create, store, send or receive while using ASD e-mail or computers. Any e-mail related to ASD students, employees or business is considered ASD property and may be subject to public disclosure unless deemed confidential through a review process and/or consultation with ASD legal counsel.

PASSWORDS

Passwords should not be given to others and will be changed on a regular basis.

RETENTION

E-mail is subject to retention periods established by District policy. Relevant E-mail is part of student records or other educational records and should be retained. Please refer to the State of Alaska's Model Records Retention Schedule for Alaska School Districts (www.archives.state.ak.us/MRRSASD.htm). Current deletion guidelines are posted at the ASD Intranet Web site (home.asdk12.org). E-mail items older than 60 days will be automatically purged from the E-mail servers. E-mail accounts not used for one year will be backed up and deleted.

SIZE LIMITS

Current system limitations require that E-mail enclosure size be limited to 6 MB and mailbox size be limited to 20 MB. Exceptions may be request through the Office of the CIO.

SYSTEM MONITORING

All e-mail accounts maintained on in-house or outsourced e-mail systems, are the sole property of ASD. ASD has the right to monitor any user e-mail account at any time for legitimate business reasons, including compliance with this procedure without prior notification.

Violations of this e-mail procedure may result in disciplinary actions, leading up to and including termination, for ASD employees, or loss of use privileges for non-employees. Violation of this e-mail procedure may also result in referral to law enforcement agencies if any violation of law in e-mail use is suspected

E-MAIL ETIQUETTE - Effective use of e-mail is the responsibility of the sender and the recipient.

Following are some recommended e-mail etiquette guidelines:

- Confidential messages should contain the word “Confidential” in the subject line.
- Only send e-mails with content that could be displayed publicly. If it cannot be displayed publicly in its current form, consider rephrasing the e-mail, or using other means of communication.
- If you forward messages, state clearly what action you expect the recipient to take.
- Do not send unnecessary attachments.
- Do not send unsolicited e-mail messages or chain mail.
- Do not write e-mails using all capital letters.
- If “bcc” is used to distribute messages to group(s), please state in the first line of the message that “bcc” has been used to reduce the duplication of messages being forwarded between members of the group(s).
- Only mark an e-mail as important if it really is.
- Delete any unneeded e-mail messages or archive any you want to save to your personal folders on your computer.
- The e-mail system is not a group forum to express your personal opinions on the issue of the day.
- Use “Public Folders” for notices such as items for sale, want ads, surplus property, retirement notifications, etc.

Think, and review your e-mail, before you hit the send button!