

# Avon Grove School District

SECTION: SCHOOL BOARD  
~~OPERATIONS~~PROCEDURES

TITLE: SCHOOL BOARD ELECTRONIC MAIL  
POLICY

ADOPTED: MARCH 12, 2009

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<b>SCHOOL BOARD ELECTRONIC MAIL POLICY</b>	
A. Purpose	Technology has significantly impacted the way in which District business and communication is conducted. In an effort to address specific issues and concerns, the Avon Grove School District (“AGSD”) sets forth the following policies and procedures to guide itself in this continually evolving field.
B. Authority	AGSD reserves the right to prioritize use and access to its systems, and does not intend to create a First Amendment forum for free-expression purposes. <del>The</del> AGSD owns the e-mail systems and access is provided as a privilege to board members.
C. Guidelines	<p><b>ELECTRONIC MAIL</b></p> <ol style="list-style-type: none"> <li>1. <u>Electronic Mail Address</u>: Board members shall only use the official “avongrove.org” or other AGSD supplied electronic mail (“e-mail”) address to initiate, receive and conduct any e-mail communication for business purposes.</li> <li>2. <u>Business Purpose</u>: The e-mail system, like other AGSD property, is intended to be used for the business and academic purposes of <del>the</del> AGSD. Incidental use for personal communications is permitted; however, such personal use may not violate any District policies and procedures or interfere with job duties and performance.</li> <li>3. <u>Security</u>: E-mail is only to be used by authorized persons. Board members are not to use unauthorized codes, passwords, or other means to gain access to e-mail messages belonging to others. Board members shall not disclose their codes or passwords to others, without the written permission of the Network Administrator.</li> <li>4. <u>Privacy</u>: Although board members have a personal password and/or code, the Network Administrator has access to all messages in order to ensure compliance with the AGSD policy. The use of passwords to gain access to the computer system does not provide users with an expectation of privacy in the respective system or in any specific messages or materials. District email or electronic material will be treated as related to AGSD business and will be subject to such inspection. You are not to transmit personal information in <del>District</del> <u>AGSD</u> e-mail.</li> </ol>

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<p>Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. Part 99</p> <p><a href="#">Policies 800, 800AR, 800.1</a></p>	<p>5. <u>Monitoring</u>: Use of the e-mail systems by board members grants consent to <del>the</del> AGSD to monitor or review any messages from the systems. All messages are subject to random monitoring to determine whether any outsiders have gained unauthorized access to the system or whether any violations of any AGSD policy have occurred. Except in the case of an emergency, the Network Administrator shall provide board members with 24 hours notice of AGSD's intent to review messages on the system.</p> <p>6. <u>Harassment</u>: Sending foul, inappropriate, or offensive material such as racial, sexual, or religious messages is prohibited.</p> <p>7. <u>Confidential Information</u>: Confidential information should not be communicated using e-mail. Board members are expected to use appropriate judgment and caution in communications concerning students and employees to ensure that personally identifiable information remains confidential. E-mails that identify students should only be sent to specific administrators, educators, parents or legal counsel with an educational or legal need to know.</p> <p>8. <u>Solicitation</u>: E-mail may not be used to solicit for outside business ventures, social functions, personal matters, charities, membership in any organization, religious causes, political causes, or other matters not connected to the business and academic purposes of <del>the</del> AGSD. No board members shall knowingly provide school e-mail addresses to outside parties whose intent is to communicate with AGSD employees, students and/or their families for non-school purposes.</p> <p>9. <u>Deletions</u>: Because of the limits on the number and length of messages that can be maintained on the computer network, messages may be automatically deleted after a time period established by the Record Retention and Record Destruction Policies and Administrative Rules. Archiving e-mail that qualifies as a record with specific retention period is the sole responsibility of the board member. If a board member becomes aware of the reasonable likelihood of litigation, the board member shall immediately contact the District Superintendent or his/her designee so that the District may develop a litigation hold strategy in coordination with the District solicitor. Should a litigation hold strategy be implemented, all board members shall comply with the strategy.</p> <p><u>10. Discipline</u>: Board member violations of this Policy will be handled in accordance with law and School Board Policy, as applicable.</p>
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	<p><del>10.11.</del> <u>Responsibility</u>: AGSD assumes no responsibility for any unauthorized charges made by board members, including, but not limited to, credit card charges, equipment or line costs.</p> <p><del>11.12.</del> <u>Business Records</u>: E-mail messages are considered to be for business purpose of the AGSD. Accordingly, any message(s) may be used in administrative, judicial, or other proceedings, subject to legally applicable privilege protection and the application of pertinent rules of discovery.</p>
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