



EMAIL USE - STAFF

POLICY STATEMENT 311

Category: Educational Programs and Related Services

POLICY STATEMENT

E-mail is a critical mechanism for efficient and effective communications in the Anglophone East School District. It is the employee's responsibility to utilize e-mail and other technological services in an appropriate and professional manner. All E-Mail using government-issued accounts or government-issued equipment is the property of Anglophone East School District.

PURPOSE

The objectives of this policy are to outline appropriate and inappropriate use of Anglophone East School District's e-mail systems and services in order to minimize disruptions to services and activities, as well as comply with applicable policies, acts, regulations and laws.

APPLICATION

This policy applies to all e-mail systems and services owned by Anglophone East School District, all e-mail account users/holders at Anglophone East School District and all district e-mail records.

PROCEDURES

ACCOUNT ACTIVATION/TERMINATION

E-mail access at Anglophone East School District is controlled through individual accounts and passwords. Each user of Anglophone East School District's e-mail system is required to read and sign a copy of this policy prior to receiving an e-mail access account and password. It is the responsibility of the employee to protect the confidentiality of their account and password information.

E-mail access will be ***immediately discontinued*** when the employee is no longer employed with Anglophone East School District. Anglophone East School District is under

no obligation to store or forward the contents of an individual's e-mail inbox/outbox after the term of their employment has ceased.

GENERAL EXPECTATIONS OF USERS

Important official communications are often delivered via e-mail. As a result, employees of Anglophone East School District with e-mail accounts are expected to check their email in a consistent and timely manner.

E-mail users are responsible for mailbox management, including organization and cleaning. If a user subscribes to a mailing list, the user must be aware of how to remove themselves from the list, and is responsible for doing so in the event that their current e-mail address changes.

E-mail users are also expected to comply with other policies regarding professional conduct / ethics.

APPROPRIATE USE

Appropriate E-Mail use includes:

- Communicating with and acquiring or sharing information necessary or related to the performance of an individual's responsibilities.
- Participating in educational or professional development activities.
- Limited personal use outside work hours. Anglophone East School District allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, pre-empt any business activity, or consume more than a minimal amount of resources.

INAPPROPRIATE USE

The following *activities* are deemed ***inappropriate uses*** of Anglophone East School District systems and services and are ***prohibited***:

- Use of e-mail for illegal or unlawful purposes, including copyright infringement, obscenity, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, and computer tampering (e.g. spreading of computer viruses).
- Opening e-mail attachments from suspicious sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
- Sharing e-mail account passwords with another person or attempting to obtain another person's e-mail account password. E-mail accounts are only to be used by the registered user.
- Unsolicited mass mailings, non-School District commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.

- Use of e-mail in any way that violates Anglophone East School District's policies, rules, or administrative orders, including, but not limited to, Policy 311.

MONITORING AND CONFIDENTIALITY

The e-mail systems and services used at Anglophone East School District are owned by the EECD, and are therefore its property. This gives Anglophone East School District the right to investigate a specific email account at the written request of the Superintendent with due cause. In addition, backup copies of e-mail messages may exist despite end-user deletion. The goal of these backup and archiving procedures are to ensure system reliability and to prevent business data loss.

If Anglophone East School District discovers or has good reason to suspect **activities** that **do not comply** with applicable laws or this policy, e-mail records may be retrieved and used to document the activity in accordance with due process.

Use extreme caution when communicating confidential or sensitive information via email. Keep in mind that all email sent outside of Anglophone East School District become the property of the recipient. Do not communicate anything that you would not feel comfortable being made public.

REPORTING MISUSE

Any allegations of misuse **should** be **promptly** reported to the Level II Technician within the appropriate Education Centre. If you receive an offensive email, do not forward, delete, or reply to the message.

FAILURE TO COMPLY

Appropriate measures will be taken to address any violation of this policy. Disciplinary action will reflect the severity of the violation, up to and including termination of employment.

RESPONSIBILITY

It is the responsibility of all who use and have access to email to abide by the policy 311, its intended use and to understand the potential consequences should the policy and its contents be deliberately ignored. As a tool to conduct Education business, it is important to remember that email and its use is the property of the Department of Education and Early Childhood (DEEC).

DEFINITIONS

Not Applicable

REFERENCES

Department of Education and Early Childhood Development, **Policy 311: *Information and Communication Technologies Use.***

LEGAL AUTHORITY

Not Applicable

DATE OF REVISION:

AUTHORIZED SIGNATURE: