Electronic Mail Guidelines

The software and hardware that provides our district email capabilities has been publicly funded. It should not be considered a private, personal form of communication. **The content of any communication via district email is governed by the Open Records Act. We will abide and cooperate with any legal request for access to email contents by the proper authorities.**

Email access is provided as a normal operating tool for any employee who requires it to perform their job. Individual staff email addresses will be shared with interested parents and community members who request to communicate with staff in this fashion. Each campus and department provides a list of email addresses for their staff through their campus web page.

Employees are expected to return email communications to parents or other public members who have a legitimate business request within 24 hours whenever possible. Requests from outside agencies for information do not fit into this same category and can be handled with a different timeline or in a manner consistent with previous experience in working with similar requests.

At this time, students do not have district issued individual email accounts. For any projects that involve email communications, use either your district account as a facilitator to the activity, or, work with your technology contact to activate a special project account for a limited time.

- **Requests for personal information on students or staff members should not be honored via email.**
  - It is critical for a personal contact to be made with any individual requesting personal information. This relates particularly to any requests for student grades, discipline, attendance or related information. In addition, security information such as username or password should not be sent via email for any reason.
- **Obtain proper approval before sending campus and district-wide emails.**
  - Principal approval is required before sending messages to an entire campus.
  - Superintendent approval is required before sending messages to the entire district.
- **Do not forward messages that have no educational or professional value.**
  - An example would be any number of messages that show a cute text pattern or follow a "chain letter" concept. These messages should be deleted and the sender notified that messages of that nature are not appropriate to receive on your district email account.
- **Attachments:**
  - Attachments to email messages should include only data files. At no time should program files (typically labeled ".exe") be attached.
    - Program files received as attachments over the Internet may include viruses or other very destructive capabilities once they are executed. If you receive an attachment like this, delete the email message immediately without saving or looking at the attachment.