

# Policy

## Board of Education Randolph

NO. 430.05 PERSONNEL

### Electronic Mail (e-mail)/Computers Communication Among Board/Staff Members

Electronic mail capability among board members and district staff exists for the purpose of enhancing communication to better perform tasks associated with their positions and assignments. Therefore all staff and Board members who have access to the district network shall adhere to the following guidelines when sending or receiving messages via systemwide electronic mail (e-mail):

- 1) All messages shall pertain to legitimate Board/district business; e-mail shall not be used to circumvent requirements of the Open Public Meetings Act. Messages shall not be exchanged among a Board majority on topics that require public discussion.
- 2) Because all computer hardware and software belong to Randolph Township Schools, the Board retains the right to access e-mail as it believes necessary. Thus confidentiality of e-mail communication cannot be assured. Staff/board members shall not reveal their passwords. If anyone has reason to believe that a password has been lost or stolen or that e-mail has been accessed by someone without authorization, he/she shall contact the system administrator immediately.
- 3) Messages shall be deleted in a timely manner as soon as appropriate actions have been completed.
- 4) Messages shall be printed only when necessary.
- 5) E-mail messages shall be as brief as possible.
- 6) To ensure that federal copyright laws are not violated, staff/Board members shall not send messages that contain text without the author's permission or attribution.
- 7) Staff/Board members shall not send messages that contain material that may be obscene or messages that are racist, sexist or promote illegal or unethical activity.

Any usage contrary to the above shall be reported immediately to the system administrator and may result in the suspension and/or revocation of system access.

DATE ADOPTED: October 20, 1997

DATE REVISED: