

P3606 ELECTRONIC MAIL SYSTEM (E-MAIL)

BOARD POLICY:

Instructional Services and Technology shall be responsible for providing an electronic mail system that will facilitate interoffice communication for conducting school district business.

Administrative Implemental Procedures:

1. The Electronic Mail System shall provide the capability of sending and receiving communications between all sites. All messages shall pertain to school business.
2. Confidentiality of employee and pupil data shall be maintained by adherence to BOE Policy 3605 - *Electronic Data Security*.
3. Information Services and Technology shall provide procedures, documentation, and make available training for all users of the Electronic Mail System.
4. Only designated offices shall have the authority to send communications to all users of the Electronic Mail System.
5. Messages transmitted via the Electronic Mail System should be appropriate, professional and under the 20 megabyte limits placed on the use of the system to reduce the load on the overall system. Every employee using the Electronic Mail System needs to follow the guidelines set forth in the email etiquette document published on the District's portal.

Administrative Responsibility: Information Services and Technology

Latest Revision Date: May 2011

Previous Revision Date: September 1997 P3606

Updated administratively for alignment purposes: February 2014