

MCLOUTH USD 342 EMAIL POLICY

POLICY RATIONALE:

The purpose of this policy is to ensure the proper use of McLouth USD 342 email system and provide guidance regarding McLouth USD 342 email communications. All communications through messaging systems components of McLouth USD 342 technology systems are property of McLouth USD 342.

DISCLAIMER:

McLouth USD 342 assumes no liability for any direct or indirect damages arising from the use of McLouth USD 342 email systems. Having an email address may lead to receipt of unsolicited email containing offensive content, it is the effort of McLouth USD 342 through the use of a comprehensive network security platform to avoid contact with inappropriate material. While using McLouth USD 342 email systems, users are advised to maintain awareness that no measure of email filtering is without errors.

CONFIDENTIALITY AND PRIVACY

Due to the non-secure nature of email, users must consider email to be public information. All communications should be regarded as "*open record*" and attributable to the user who posted or sent the information. Privileged or confidential information of any type should be transmitted over the Internet utilizing appropriate security measures provided by McLouth USD 342, including but not limited to encryption and strong authentication. Users shall send electronic communications containing confidential or privileged information in a manner to insure the non-repudiation and authentication. The original sender's permission is required before email messages may be forwarded or altered and forwarded.

DISTRICT ADDRESS USE

Users of McLouth USD 342 email system shall not use their district email address (e.g. user@mclouth.org) or otherwise identify themselves to be acting in an official capacity of McLouth USD 342 when participating in non-work related online transmissions. Temporary or hourly contract workers are not permitted to use McLouth USD 342 email unless authorized by McLouth USD 342 administration.

EMAIL TRAFFIC AND MALICIOUS CODES

McLouth USD 342 email systems resources are not unlimited; traffic and storage capacity have finite limits and all users of McLouth USD 342 email systems have a responsibility to conserve these resources. Users shall practice precautions with regards to email traffic that potentially could result in a degradation of the technology systems. Personal use of the email system is acceptable as long as it is not excessive or inappropriate, occurs during personal time, does not result in expense to McLouth USD 342, and does not interfere with the user or associated users functions within their respected roles associated to McLouth USD 342. The sending of mass mailings or attachments of such size or quantity that result in detrimental effects to the McLouth USD 342 technology systems, including but not limited to the email components of the overall system, is prohibited.

Users should never accept potentially questionable email messages or files attached to email without scanning the material with district-approved virus checking software before utilization. If a user suspects that a malicious code has been introduced into the McLouth USD 342 technology systems, the user is to notify administration immediately.

SYSTEM MONITORING AND SPAM FILTERING

Users expressly waive any right of privacy in anything they create, store, send or receive on McLouth USD 342 email systems. McLouth USD 342 can, but is not obliged to, monitor emails without prior notification. McLouth USD 342 reserves the right to take due process disciplinary action, including termination and/or legal action.

Emails that are carried through the McLouth USD 342 email system are scanned for known styles of spam messages. Each message is given a spam score, enabling McLouth USD 342 to filter out spam over a chosen threshold. The spam filter will automatically delete messages that are identified to be malicious code messages. The spam filter will automatically quarantine emails that score above the chosen threshold into a “spam” folder that can be accessed by the administrator. Messages will be deleted after they have been held in the "spam" folder for 30 days during school attendance and 60 days between school years. McLouth USD 342 will provide the means for email users to monitor the spam filtering of emails for their address if desired.

Emails may not be deleted by automated systems solely based on scanning and tagging, except in order to protect system integrity, availability, or usability as concerned with malicious codes and spam. In the event that an email needs to be deleted, quarantined, or modified to protect users or systems, the determining factors and the resulting action will be recorded. This is usually accomplished LightSpeed Total Traffic Control® platform.

Outbound messages with a spam score higher than the acceptable threshold will be dropped (i.e., will not be sent), since the email is highly likely to be originating from a compromised machine or account. This measure is being implemented to prevent McLouth USD 342 from, becoming gray- or black-listed by ISPs, blocking delivery of all McLouth USD 342 email to their systems.

EMAIL RETENTION

Preservation of email is the sole responsibility of the end user; preservation may include printing or other acceptable practices of data storage methods. Any email message that would be saved had its contents been transmitted in paper form will be printed and retained in school records in accordance with the Local Records Retention Schedule (v. McLouth USD 342 School Board policy 2.25, 2.25.1) If an email message document that should be retained is not otherwise described in the Local Records Retention Schedule, it will be retained for one calendar year. An email recipient’s decision on whether to retain an email message will be made within 60 days of receipt of the email message.

If a user has sufficient reason to retain an email, the message must be moved and not left in “inbox, or new mail.” All other emails should be deleted within a reasonable time period, namely 90 days. All email messages and accounts maintained on McLouth USD 342 technology systems are property of McLouth USD 342. Email accounts not used for 90 days may be deactivated and possibly deleted. It is the practice of the district to delete email in order to efficiently conduct business and maintain the availability of the McLouth USD 342 email systems. The practiced deletion of email in order to maintain availability of McLouth USD 342 technology systems is scheduled to be conducted between school years, off schedule deletion of email may take place only as a necessitated response to maintain the confidentiality, integrity, and availability of McLouth USD 342 technology systems. Automated archived emails of one year or more in age will be deleted from the automated archive during the practiced deletion between school years.

Individuals with questions regarding the retention of particular email messages should obtain an opinion from their supervisor.

Examples of email messages which may be deleted without printing a hard copy are:

- Messages that address routine administrative, curricular and co-curricular matters, announcements of meetings, schedules of events, etc.
- Messages that take the place of informal discussion and which if they were printed would not be retained in school records.
- Messages that transmit generic information and are not specific to a student's educational program.
- Messages that address personal matters unrelated to the School District.

SCHOOL BOARD EMAIL GUIDELINES

Use of email by McLouth USD 342 school board members must conform to the same standards of judgment, propriety, and ethics as other forms of board-related communication. The McLouth USD 342 school board will not use email as a substitute for deliberations at board meetings or for other communications or business properly confined to board meetings. Board members must be aware that email and email attachments received or prepared for use in board meetings or containing information relating to board business are to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.

Board members shall avoid the use of email to discuss among themselves Board business that can only be discussed in an open meeting of the Board, as part of executive session, or could be considered an invasion of privacy, if the message were to be monitored by another party. Senders and receivers of email of McLouth USD 342 email system and servers shall do so with the understanding that there can be no expectation of privacy for messages sent or received, and unless an exemption applies, may be subject to disclosure. The McLouth USD 342 School Board members will not engage in sending emails or other electronic communication in a manner that circumvents any standing law regarding public information or right to know.

Acceptable uses of email among Board members and between the Board and Superintendent include, but not limited to:

- Setting meeting dates
- Circulating informational items that will not be on Board agenda for action
- Circulating messages between Board members or between Board members and district employees that do not involve deliberating or rendering an opinion on matters pending before the Board

Unacceptable uses of email among Board members and between the Board and other recipients include, but not limited to:

- Engaging in on-going email discussion that would constitute a quorum of members on a topic that would otherwise be an agenda item for a school board meeting.
- Polling Board members via email on a topic that would otherwise be an actionable item at a school board meeting.
- Communicating information about staff or students by name that would otherwise be done in a non-public session.
- Communicating any information that would be considered public information without making a print copy of the email. The print copy will be made available in the same manner as other similar public information is made available.

McLouth USD 342 reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.