

Employee Email Policy

Introduction

The Groton Dunstable Regional School District (GDRSD) provides electronic mail (email) resources for its employees. For purposes of this document, an employee is defined as one who receives a regular payroll check generated by GDRSD and is currently employed by the school district. Email is defined as a document created, transmitted and/or received through the GDRSD mail system using either a personal computer or a computer owned by the school district. The school district's Statement of Employee Email Policy defines the policies that will ensure the continuous service of the GDRSD Employee Mail System.

Statement of Employee Email Policy

It is the intent of the Groton Dunstable Regional School District to maintain the privacy and integrity of email created using the Employee Mail System. However, employees should be aware that any email generated is considered public record, and subject to the Massachusetts Public Records law, G. L. c. 66, <http://www.sec.state.ma.us/arc/arcrmu/rmubul/bul199.htm> (Appendix A) as well as the United States Electronic Communications Privacy Act, 18 U.S. Code Sections 2501 and 2701.

<http://www.usdoj.gov/criminal/cybercrime/s&smanual2002.htm>

(Appendix B). Email correspondence may be subject to public inspection and may be used as evidence in litigation. Employees should also know that while every attempt will be made to secure the Employee Mail System, GDRSD can not guarantee the privacy of email sent, received or stored due to the nature of electronic communication technology.

Acceptable Use of the Employee Mail System

The purpose of the Employee Mail System is to provide GDRSD authorized users with the ability to communicate through email for educational purposes. Communication with peers for academic or school related business purposes is acceptable, as well as email to students, parents and the community. Employees should be aware, however, that any written communication is considered to be a legal document and may be used as evidence in litigation.

Unacceptable uses of the Employee Mail System

1. Allowing an unauthorized user to access the system.
2. Using email for personal monetary gain that is not related to school business.
3. Harassing other authorized users or generating harassing email to anyone.
4. Sending information that violates copyright laws, such as copied images, documents and music files.
5. Personal email not related to school business.
6. Posting items for sale or rent for personal monetary gain.
7. Distribution of pornographic or other offensive materials or images.
8. Generation of email using a false identity, or pretending to be someone else (spoofing).
9. Generation of junk email to blocks of users (spamming).
10. Any unauthorized use of the system, including attempt of disruption of services, interception of other users email, or attempt to breach the security of the mail system.

Rights of GDRSD

The Groton Dunstable Regional School District, as owner of the Employee Mail System, has the right to obtain, copy and archive all documents or communications created using the system. These documents may be subject to public inspection, under the Massachusetts Public Records Law (appendix A). Deleting a document from a personal mailbox only removes the electronic pointer to the document stored on the server. Employees should be aware that even if a document is deleted from their mailbox, the document continues to be stored on the mail system for a period of approximately two years.

GDRSD may also monitor any email communications at any time for the purpose of maintaining the integrity and continued operation of the Employee Mail System without providing notification to the employee. To the extent of the law, GDRSD also retains the right to disclose the contents of an employee's mail without the consent of the employee. Disclosure of email would occur if requested by authorized personnel or law enforcement officials, as a response to a request for information in an investigation of unacceptable use or misconduct. An employee should be aware that their email content is subject to review at any time by authorized personnel.

Termination of Services

GDRSD reserves the right to terminate an employee's use of the Employee Mail System for inappropriate or unacceptable use as outlined in this document. Employees should be aware that should their mail services be terminated, other disciplinary actions may be taken as well.