

NUMBER:	SP 962
EFFECTIVE:	08/01/2006
REVISION:	
PAGES:	2

Statement of.....

## Policy and Responsibility

---

SUBJECT: E-MAIL POLICY

---

### I. Purpose

To enhance communication and collaboration within the educational community. To establish a standard communication tool across the Murray School District (MSD) network.

### II. Scope

This policy covers appropriate use of any email sent from a MSD email address.

### III. Policy

- A. Prohibited Use.** The MSD email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Email users who receive any email with this content from any MSD email address should report the matter to their supervisor immediately.
- B. Personal Use.** Using a reasonable amount of MSD resources for personal email is acceptable. The use of a MSD email address for business or commercial use is prohibited. Mass mailing chain letters or joke email from a MSD email account is prohibited. Virus or other malicious software warnings and mass mailings from MSD must be approved by MSD's Assistant Superintendent of Curriculum and Instruction before sending. These restrictions also apply to the forwarding of mail received by a MSD email account.
- C. Monitoring.** MSD email users shall have no expectation of privacy in anything they store, send, or receive on the email system. MSD may monitor messages without prior notice. MSD is not obliged to monitor email messages.
- D. Supported Standard Email Software.** Only the MSD's standard email software will be supported. The MSD's Technology Office will be responsible to identify and distribute the standard email software. Access to email accounts hosted on non-district approved servers will be blocked.

**E. Inappropriate or Objectionable Content.** The MSD's Technology Office has the authority to block email from sources distributing inappropriate or objectionable email.

#### **IV. Enforcement**

Any computer user found to have violated this policy may be subject to disciplinary action.

#### **V. Definitions**

**Email:** The electronic transmission of information through a mail protocol such as SMTP, POP or IMAP. Typical email clients include Eudora and Microsoft Outlook.

**Forwarded email:** Email resent from an internal network to an outside point.

**Chain email or letter:** Email sent to successive people. Typically the body of the note has direction to send out multiple copies of the note and promises good luck or money if the direction is followed.

**Sensitive information:** Information is considered sensitive if it can be damaging to MSD.

**Virus warning:** Email containing warnings about virus or malicious software. The overwhelming majority of these emails turn out to be a hoax and contain bogus information usually intent only on frightening or misleading users.

**Unauthorized disclosure:** The intentional or unintentional revealing of restricted information to people, both inside and outside Murray City School District, who do not have a need to know the information.