

E-MAIL USE – STAFF

Appendix A – E-Mail User Agreement

E-Mail User Agreement

Appropriate E-Mail Use	Inappropriate E-Mail Use
✓ Communicating with and acquiring or sharing information necessary or related to the performance of an individual's responsibilities. ✓ Participating in educational or professional development activities. ✓ Limited personal use. Anglophone West School District allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, pre-empt any business activity, or consume more than a minimal number of resources.	✓ Use of e-mail for illegal or unlawful purposes, including copyright infringement, obscenity, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, and computer tampering (e.g. spreading of computer viruses). ✓ Opening e-mail attachments from suspicious sources. Attachments are the primary source of computer viruses and should be treated with utmost caution. ✓ Sharing e-mail account passwords with another person or attempting to obtain another person's e-mail account password. E-mail accounts are only to be used by the registered user. ✓ Unsolicited mass mailings, non-Anglophone West School District commercial activity, political campaigning, dissemination of chain letters, and use by non-employees. ✓ Use of e-mail in any way that violates Anglophone West School District policies, rules, or administrative orders, including, but not limited to, Policy 311.

I have read and understand the E-Mail Use Policy. I understand if I violate the rules explained herein, I may face legal or disciplinary action according to applicable laws or district policy.

Name: _____

Signature: _____

Date: _____

This form will be placed in your personnel file.