



E-MAIL USE – STAFF

Category: Educational Services

Effective: January 2016

Policy Statement

E-mail is a critical mechanism for efficient and effective communications in the Anglophone West School District. It is the employee's responsibility to utilize e-mail and other technological services in an appropriate and professional manner. All E-Mail using government-issued accounts or government-issued equipment is the property of Anglophone West School District.

The objectives of this policy are to outline appropriate and inappropriate use of Anglophone West School District's e-mail systems and services in order to minimize disruptions to services and activities, as well as comply with applicable policies, acts, regulations, and laws.

This policy applies to all e-mail systems and services owned by Anglophone West School District, all e-mail account users/holders at Anglophone West School District and all district e-mail records.

Procedures

Account Activation/Termination

E-mail access at Anglophone West School District is controlled through individual accounts and passwords. Each user of Anglophone West School District's e-mail system is required to read and sign a copy of this policy prior to receiving an e-mail access account and password. It is the responsibility of the employee to protect the confidentiality of their account and password information.

E-mail access will be immediately discontinued when the employee is no longer employed with Anglophone West School District. Anglophone West School District is under no obligation to store or forward the contents of an individual's e-mail inbox/outbox after the term of their employment has ceased.

General Expectations of Users

Important official communications are often delivered via e-mail. As a result, employees of Anglophone West School District with e-mail accounts are expected to check their e-mail in a consistent and timely manner.

E-mail users are responsible for mailbox management, including organization and cleaning. If a user subscribes to a mailing list, he or she must be aware of how to remove him or herself from the list and is responsible for doing so in the event that their current e-mail address changes.

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E-mail users are also expected to comply with other policies regarding professional conduct / ethics.

Appropriate Use

Appropriate E-Mail use includes:

- 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 outside work hours. 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 amount of resources.

Inappropriate Use

The following activities are deemed inappropriate uses of Anglophone West School District systems and services and are prohibited:

- 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-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's policies, rules, or administrative orders, including, but not limited to, [Policy 311](#).

Monitoring and Confidentiality

The e-mail systems and services used at Anglophone West School District are owned by the EECD and are therefore its property. This gives Anglophone West School District the right to investigate a specific email account at the written request of the Superintendent with due cause. In addition, backup copies of e-mail messages may exist despite end-user deletion. The goal of these backup and archiving procedures are to ensure system reliability and to prevent business data loss.

If Anglophone West School District discovers or has good reason to suspect activities that do not comply with applicable laws or this policy, e-mail records may be retrieved and used to document the activity in accordance with due process.



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Use extreme caution when communicating confidential or sensitive information via e-mail. Keep in mind that all e-mail messages sent outside of Anglophone West School District become the property of the receiver. A good rule is to not communicate anything that you would not feel comfortable being made public.

Reporting Misuse

Any allegations of misuse should be promptly reported to the Level II Technician within the appropriate Education Centre. If you receive an offensive e-mail, do not forward, delete, or reply to the message.

Failure to Comply

Appropriate measures will be taken to address any violation of this policy. Disciplinary action will reflect the seriousness of the violation, up to and including termination of employment.

Reference

- Department of Education and Early Childhood Development [Policy 311: Information and Communication Technologies Use](#)

Appendices

- [ASD-W-311-1A - E-Mail Use - Appendix A - E-MailUserAgreementForm](#)