UPPER DARBY SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: August 23, 2017

REVISED:

815-AR-5. EMAIL USE

The district provides email to facilitate communication, to aid staff members in fulfilling their duties and responsibilities, and as an educational tool.

The district's email system and network resources are the property of the district; users will have no expectation of privacy in any messages they create, store, send, delete, receive or display on the district's email system. Consequences for inappropriate use of the district's email system will be in accordance with Board policy on Acceptable Use Of Internet, Computers And Network Resources. All district email users must comply with Board policy.

District employees may be assigned a district email account in accordance with assigned job responsibilities.

Students may be assigned an email account for specific class or course assignments, at the request of a sponsoring teacher and with written parental permission Students assigned email accounts must use the email system in accordance with Board policy on Acceptable Use Of Internet, Computers And Network Resources

School Board members, contractors, consultants or third parties may be assigned district email accounts on a case-by-case basis, as determined by the Director of Technology.

The district permits incidental personal use of the email system by district employees. **Incidental personal use** is use of the email system that does not consume more than a minimal amount of district resources; does not interfere with staff productivity; and does not preempt any business activity. Incidental personal use may be monitored by the District.

Safety And Etiquette

Do not provide personal identification information about yourself or other users in email messages (i.e., home address or telephone number).

Users should spell check and proofread all emails prior to transmission.

Emails should be brief but clear; avoid abbreviations unless certain the reader will understand them.

Avoid using all capitals, as it may be perceived as shouting; use other formatting or language for emphasis.

When sending attachments, avoid large files and let the recipient know in the body of the message what the attachment is and why it is being sent.

Use meaningful subject lines and avoid leaving the subject line blank.

Emails transmitted via the district email system carry the district's Internet domain; this domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken in the composition of email messages and how they might reflect on the name and reputation of the district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted.

Email is not an appropriate debating forum; do not use email to enter into discussion when it would be more appropriate to have a face-to-face meeting or make contact by phone. Do not use email as a means of avoiding direct contact.

Security And Recordkeeping

Users should not open email messages or attachments from suspicious and unknown senders; messages should be deleted or forwarded to a network administrator.

The email system should not be used to disseminate personal and confidential information; however, it may be used for this purpose when there is a specific business-related purpose and appropriate safeguards are in place.

Delete or archive old messages, especially those with large attachments, to keep the email account within size limitations.

The email system should not be considered a permanent storage repository for information such as student records, financial records, personnel files, etc. Critical information must be stored separately on the district network and/or retained in hard copy format in accordance with the Records Management Plan and Records Retention Schedule.

Employee Email Use

District employees must check their email to ensure essential communications are received.

It is important to respond to email messages as quickly as possible. When time constraints or workload prevent timely responses, acknowledge to the sender that the message was received and a thorough response will be forthcoming.

Emails, text messages or other forms of electronic messaging generated by teachers and staff to students must be directed to entire school-sponsored student groups, clubs or teams and involve only issues specifically related to classroom work or sport/activity-related information and must follow Policy 352 Electronic Communications With Students and accompanying Administrative Regulations and Policy 824 Maintaining Professional Adult Student Boundaries. Electronic messages will be for the purpose of informing students of time-sensitive information such as canceled practices, reminders, rescheduling or classroom-specific assignments.

Teachers and staff may respond to individual students via email when it involves issues specifically related to classroom work or sport/activity-related information.

Email messaging to students should be done through the staff member's district email account and should be for school-related purposes.

Employee email signatures should contain the employee's name, position, school, school phone number and extension, the district's website address and the district confidentially statement for emails sent to non-district email accounts (district provided).

References:

Board Policy- 103, 104, 218, 218.2, 220, 233, 237, 248, 249, 348, 352, 814, 815, 824, 901