

Lisbon School District

15 Newent Road
Lisbon, CT 06351

4118.4/4218.4

Personnel – Certified

Faculty E-mail Use and Privileges

Purpose:

- The purpose of e-mail is to conduct school business.

Ownership:

- E-mail equipment and messages are school property.
- Messages that are created, sent or received using the school's e-mail system are the property of the school.
- The school reserves the right to access and disclose the contents of all messages created, sent or received using its e-mail system.

Usage:

- All e-mail communication must be handled in the same manner as a letter, fax, memo, or other business communication.
- No copyrighted or school proprietary information is to be distributed by school e-mail unless approval has been granted by a school official.
- No commercial messages, of a religious or political nature are to be distributed using school e-mail.
- E-mail messages may not contain content that may be considered offensive or disruptive. Offensive content includes but is not limited to obscene or harassing language or images, racial, ethnic, sexual or gender specific comments or images other comments or images that would offend someone on the basis of their religious or political beliefs, sexual orientation, national origin or age.
- Employees may not retrieve or read e-mail that was not sent to them unless authorized by the school or by the e-mail recipient.

Non-Business E-mail:

- Incidental and occasional personal use of electronic mail is permitted. Such messages become the property of the school and are subject to the same conditions as school e-mail.

Violations:

- Violation of this policy will result in disciplinary action up to and including termination and/or legal action if warranted.
- Employees should report any misuse of the school e-mail system or violations of this policy to the appropriate school official.

I have read and understood the above stated conditions of my use of the Lisbon Central School E-mail system.

Print Name _____

Signature _____

Date _____

Policy adopted: 11/15/99 – Lisbon Board of Education

Lisbon Board of Education