

## EMAIL ACCEPTABLE USE

The Horseheads Central School District Board of Education acknowledges that email is a core internal and external communication tool. For purposes of this policy, the terms “staff” and “user” shall refer to all District employees who are granted access to email services. These include full-time faculty and staff, long-term substitutes, administrators and elected officials. This policy contains key information regarding management of the system and user responsibilities.

Email services are provided to all staff whose job functions and responsibilities require such services, as determined by their supervisor, the Human Resources Director, and the Technology Director. Long-term and Contract substitutes are permitted to have email access only while serving in that capacity. An email account is obtained as part of the request for general network access and is to be used to support District activities.

Email messages are not private. Routine maintenance may lead to the discovery that users have violated this policy, the District Code of Conduct, or the law. Supervisors and technical staff may access an employee’s email.

Email security is a joint responsibility of District technical staff and email users. Users must take all reasonable precautions, including safeguarding and changing passwords, to prevent the use of their accounts by unauthorized individuals. This includes a familiarity with prevalent invasive activities such as phishing, spoofing, and malware proliferation. Definitions of these and related terms are provided in an ongoing educational campaign for all staff.

Email is a communications system and messages must not be retained for extended periods of time. If a user needs to retain information in an email message for an extended period, they must transfer it from the email system to an appropriate electronic or other filing system. All incoming and outgoing email is archived using a mail archiver system managed by GST BOCES Computer Services. The mail archiver will retain all email records for a period of six (6) years to comply with records retention and disposition requirements under Schedule ED-1. The mail archiver will automatically delete email records six (6) years after they are created unless a legal hold has been placed on the records. Email records that are deemed “permanent” or are otherwise desired to be retained longer than six (6) years, need to be transferred by the email user from the mail system or the mail archiver to a paper filing system.

The District Technology Committee will periodically review and update this policy as new technologies and organizational changes are planned and implemented.

Ref.: Schedule ED-1

Approved: March 27, 2014