

ELECTRONIC MAIL

The Yale Board of Education is committed to the establishment and maintenance of a quality and equitable electronic communications system. The system's sole purpose shall be for the advancement and promotion of learning and teaching, and the efficient receipt and transmission of announcements and information.

The superintendent, or designee, will serve as coordinator of the district's electronic communications system.

The district will cooperate fully with local, state, and federal officials concerning inquiries relating to the misuse of the district's electronic communications system.

The district will provide for qualifying students, staff, and school board members to access the district's electronic communications system. If a remote location, such as a home, is used to access the system, any line charge expense incurred will be the responsibility of the user.

Electronic mail is not to be considered confidential. Therefore, information of a confidential nature should not be uploaded into the system. E-Mail messages are subject to district review at all times.

The system administration will not intentionally inspect the contents of electronic mail unless such contents are suspected of containing defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material. The administration will cooperate with all legal authorities to prosecute offenders to the full extent of the law.

The district's electronic communications system will not be used for political or religious purposes.

The superintendent or designee will provide employee training for the proper use of the system and will ensure appropriate supervision, training, and authorization of students using the district's electronic communications system.

Messages on the system will normally be retained by the system until deleted by the recipient. A canceled account will not retain its E-Mail. Members are expected to remove old messages in a timely fashion and the system administrator will have the authority to remove messages not regularly deleted by the members.

The superintendent will be responsible for disseminating, interpreting, and enforcing this policy.

REFERENCE: 21 O.S. §1040.75

Adoption Date: August 10, 2015