

PARAGOULD SCHOOL DISTRICT EMAIL USE AND RETENTION POLICY

1.0 Purpose

This policy is to insure that agents, employees, and students of the Paragould School District use the Email system of the school only for the purpose of carrying out their duties. As any email on the school's email system is a public record and subject to the Arkansas Freedom of Information Act, each agent, student or employee with access to an email account of the district should be mindful that any email may be viewed as an official statement of the school and, thus, may use such system only for the benefit of the school district and in accordance with their duties.

2.0 Scope

This policy covers appropriate use of any email sent from a Paragould District email address and applies to all employees, students, vendors, and agents operating on behalf of Paragould Schools.

3.0 Definitions

Term	Definition
Email	The electronic transmission of information through a mail protocol such as SMTP or IMAP.
Forwarded email	Email received and sent again.
Chain email	Email sent to successive people. Typically the body of the note has direction
Sensitive information	Information is considered sensitive if it is reasonably considered to be private, if it can be damaging to Paragould Schools, its students, or its employees, or if it is protected information under state or federal laws.
Malware	Malware is software designed to infiltrate or damage a computer system, without the owner's informed consent. The term is a fusion of "mal-" (or perhaps "malicious") and "software", and describe the intent of the creator, rather than any particular features. Malware is commonly taken to include computer viruses, worms, Trojan horses, spyware and adware. In law, malware is sometimes known as a computer contaminant. (Example: Free Screensavers, animated cursors, desktop backgrounds, etc.)
Virus warning	Email containing warnings about a virus or malware. The overwhelming majority of these emails turn out to be a hoax and contain bogus information usually intended only to frighten or mislead users.
Unauthorized Disclosure	Use of the email system for incidental matters arising from the legitimate interest of the employees to attend to personal and family matters which naturally arise in the course of a work day and which do not require the devotion of any substantial time or attention is allowed within the constraints of the usage and retention policy.
User	Any staff, agent or student using district owned equipment or services.

4.0 Policy

4.1 Prohibited Use.

The Paragould District email system shall not be used for the creation or distribution of any disruptive or offensive messages, including pornography, chain mail, religious beliefs and practice, political beliefs, offensive comments about race, gender, national origin, disabilities, age or sexual orientation. This includes forwarded email. Additionally, sending sensitive information or any unauthorized disclosure of information is unacceptable. Employees or students who receive any emails with this content from any Paragould District user should report the matter to the appropriate school authority immediately.

4.2 Monitoring

Paragould School District employees or students shall have no expectation of privacy in anything they store, send or receive on the district's email system. Paragould School District will monitor messages without prior notice; however, Paragould Schools are not obligated by law to monitor email messages.

5.0 Enforcement

Access to accounts may be disabled if abuse is suspected pending review. Any user found to have violated this policy will be subject to disciplinary action, up to and including termination of employment or expulsion.

Email Retention Policy

1.0 Purpose

The Email Retention Policy is intended to help users determine what information sent or received by email should be retained. The information covered in these guidelines includes information that is either stored or shared via electronic mail. All users should familiarize themselves with the email retention policy as noted below.

2.0 Policy

In most cases email should be read and then deleted. While it is reasonable to retain some email to be referenced for a period of time, if an email is to be part of an official record or needs to be retained as the official source of information it should be committed to a more permanent media such as a digital file or printed to paper. The district will periodically delete emails that are over a certain age. The district will also periodically automatically delete files that have been moved to the delete file in the individual's email account.