

Staff Acceptable Use of EMail Guidelines

Our EMail system has been designed for fast, reliable and comprehensive communications for school business and educational purposes. To maintain the integrity of our system the District has adopted the following guidelines for the use of EMail:

- EMail Chain letters are banned
- Personal emails directed to our email groups are prohibited, i.e. selling tickets or personal items, stating political and religious views, etc.
- BB email groups can be used for personal emails, i.e., selling personal items, asking for a recommendation, notification of an important event
- Marketing outside personal or business interests is prohibited, i.e. real estate agent, insurance agent, financial advisor, personal product sales rep.
- Pictures/Graphical attachments are discouraged - if necessary they should be limited to one and the file size should be less than 1MB .
- Our EMail system is not confidential and is subject to subpoena in a court of law
- An inappropriate EMail message will be cause for disciplinary action
- To assure fast and reliable EMail, delete useless documents regularly to conserve computer memory and storage resources