

**E-Mail Use - Staff**

<b>Category</b>	<b>Educational Services</b>		
<b>Subject</b>	<b>E-Mail Use – Staff</b>		
<b>Adopted</b>		<b>Revised</b>	March 2021
<b>Policies Used / Referenced</b>			

**Policy Statement**

E-mail is a critical mechanism for efficient and effective communications in the Anglophone South School District. It is the employee’s responsibility to utilize e-mail and other technological services in an appropriate and professional manner. All e-mail using government-issued accounts or government-issued equipment is the property of EECD/Province of New Brunswick.

The objectives of this policy are to outline appropriate and inappropriate use of EECD/Province of New Brunswick e-mail systems and services in order to minimize disruptions to services and activities, as well as comply with applicable policies and laws.

This policy applies to all e-mail systems and services owned by EECD/Province of New Brunswick, all e-mail account users/holders at Anglophone South School District and all district e-mail records.

All staff are required to sign and submit a Staff E-mail User Agreement (Policy240, Appendix A), upon hire.

**Procedures**

**Account Activation/Termination**

E-mail access at Anglophone South School District is controlled through individual accounts and passwords. Each user of EECD/Province of New Brunswick e-mail system is required to read and sign a copy of this policy prior to receiving an e-mail account and password. It is the responsibility of the employee to protect the confidentiality of their account and password information.

E-mail access will be discontinued when the employee is no longer employed with EECD/Province of New Brunswick. The exception is retired educational staff who can make a request to the Senior Technician at the Education Centre to maintain their email account for one year. Approval for an extension can be made by the Superintendent if a retired educator is in need of the account. Anglophone South School District is under no obligation to store or forward the contents of an individual’s e-mail inbox/outbox after the term of their employment has ceased, other than what may be required under RTIPPA.

**General Expectations of Users**

Important official communications are often delivered via e-mail. As a result, employees of Anglophone South School District with e-mail accounts are expected to check their e-mail in a consistent and timely manner. E-mail users are also expected to comply with professional conduct.

## E-Mail Use - Staff

### **Appropriate Use**

Appropriate use includes:

- Acquiring or sharing information necessary or related to the performance of an individual's responsibilities.
- Participating in educational or professional development activities.
- Limited personal use. Anglophone South School District allows limited personal use so long as it does not interfere with staff productivity, pre-empt any business activity, or consume more than a minimal amount of resources.

### **Inappropriate Use**

The following activities are deemed inappropriate uses of Anglophone South School District systems and services and are prohibited:

- Use of e-mail for illegal or unlawful purposes, including copyright infringement, obscenity, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, and computer tampering (e.g. spreading of computer viruses).
- Opening e-mail attachments from suspicious sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
- Sharing e-mail account passwords with another person, or attempting to obtain another person's e-mail account password. E-mail accounts are only to be used by the registered user.
- Unsolicited mass mailings, non-School District commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.
- Use of e-mail in any way that violates Anglophone South School District's policies, rules, or administrative orders, including, but not limited to, Policy 311.

### **Monitoring and Confidentiality**

The e-mail systems and services used at Anglophone South School District are owned by EECD/Province of New Brunswick, and are therefore its property. This gives Anglophone South School District the right to monitor any and all e-mail traffic passing through its e-mail system. While the district does not actively read end-user e-mail, e-mail messages may be viewed by IT staff during the normal course of managing the e-mail system. In addition, backup copies of e-mail messages may exist despite end-user deletion. The goal of these backup and archiving procedures are to ensure system reliability and to prevent business data loss.

If Anglophone South School District discovers or has good reason to suspect activities that do not comply with applicable laws or this policy, e-mail records may be retrieved with the consent of the Superintendent and used to document the activity in accordance with due process.

In the course of responding to a request for information under the *Right to Information and Protection of Privacy Act* (RTIPPA), it may be necessary for IT staff, with the consent of the Superintendent, to conduct a search of e-mails. Relevant e-mails may be disclosed, in part or in whole, subject to the *Act*.

**E-Mail Use - Staff**

Use extreme caution when communicating confidential or sensitive information via e-mail. Keep in mind that all e-mail messages sent outside of EECD/Province of New Brunswick become the property of the receiver. A good rule is to not communicate anything that you would not feel comfortable being made public. Demonstrate particular care when using the "Reply All" command during e-mail correspondence.

Administrators, teachers and District staff may use email as a communication tool with families. If the subject of the correspondence is contentious, it is strongly recommended that communication take place by telephone or a meeting.

**Reporting Misuse**

Any allegations of misuse should be promptly reported to the Level 2 Technician at the Education Centre. If you receive an offensive e-mail, do not forward, delete, or reply to the message. Instead, report it directly to the individual above.

**Failure to Comply**

Appropriate measures will be taken to address any violation of this policy. Disciplinary action will reflect the seriousness of the violation, up to and including termination of employment.

**Appendices**

- A – E-Mail User Agreement

**Reference**

- Department of Education [Policy 311: Information and Communication Technologies Use](#)

## Staff E-Mail User Agreement

Appropriate E-Mail Use	Inappropriate E-Mail Use
<ul style="list-style-type: none"> <li>√ Communicating with and acquiring or sharing information necessary or related to the performance of an individual's responsibilities.</li> <li>√ Participating in educational or professional development activities.</li> <li>√ Limited personal use. Anglophone South School District allows limited personal so long as it does not interfere with staff productivity, pre-empt any business activity, or consume more than a minimal amount of resources.</li> </ul>	<ul style="list-style-type: none"> <li>√ Use of e-mail for illegal or unlawful purposes, including copyright infringement, obscenity, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, and computer tampering (e.g. spreading of computer viruses).</li> <li>√ Opening e-mail attachments from suspicious sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.</li> <li>√ Sharing e-mail account passwords with another person, or attempting to obtain another person's e-mail account password. E-mail accounts are only to be used by the registered user.</li> <li>√ Unsolicited mass mailings, non-Anglophone South School District commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.</li> <li>√ Use of e-mail in any way that violates Anglophone South School District policies, rules, or administrative orders, including, but not limited to, Policy 311.</li> </ul>

I have read and understand the E-Mail Use Policy. I understand if I violate the rules explained herein, I may face legal or disciplinary action according to applicable laws or district policy.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form will be placed in your personnel file.