

1 Great Falls School District

2
3 **PERSONNEL**

5450

4
5 Employee Electronic Mail and On-Line Services Usage and District Equipment

6
7 Electronic mail (“e-mail”) is defined as a communications tool whereby electronic messages are prepared,
8 sent and retrieved electronically. On-line services (i.e., the Internet or intranet) are defined as a
9 communications tool whereby information, reference material and messages are sent and retrieved
10 electronically. Equipment is defined as district owned technology equipment, including but not limited to
11 desktops, laptops, memory storage devices, and cell phones.

12
13 Because of the unique nature of e-mail/Internet/network, and because of the District’s desire to protect its
14 interest with regard to its electronic records, the following rules have been established to address e-
15 mail/Internet usage:

16
17 The District equipment, e-mail and Internet/network systems are intended to be used for educational or
18 work-related purposes. Use for informal or personal purposes is permissible within reasonable limits.

19
20 All e-mail/Internet/network records are considered District records and should be transmitted only to
21 individuals who have a need to receive them. If the sender of the e-mail or Internet message does not intend
22 for the e-mail or Internet message to be forwarded, the sender should clearly mark the message “Do Not
23 Forward”. Statements made in e-mail communications can form the basis of various legal claims against
24 the individual author or the District. Additionally, District records, e-mail/Internet/network records are
25 subject to disclosure to law enforcement or government officials or to other third parties through subpoena
26 or other processes. Consequently, users should always ensure that the educational information contained
27 in e-mail/Internet messages is accurate, appropriate, and lawful. The District retains the right to access
28 stored records in cases where there is a reasonable cause to expect wrongdoing or misuse of the system and
29 to review, store, and disclose all information sent over the District e-mail systems for any legally
30 permissible reason, including but not limited to determining whether the information is a public record,
31 whether it contains information discoverable in litigation, and to access District information in the
32 employee’s absence.

33
34 E-mail/Internet messages by users may not necessarily reflect the views of the District.

35
36 Users of District equipment, e-mail and Internet systems are responsible for their appropriate use. All illegal
37 and improper uses of the equipment, e-mail, and Internet systems, including but not limited to network
38 etiquette violations including mail that degrades or demeans other individuals, pornography, obscenity,
39 harassment, solicitation, gambling, and violating copyright or intellectual property rights, are prohibited.
40 Abuse of computers, e-mail, Internet, or network systems, through excessive personal use, or use in
41 violation of the law or District policies, will result in disciplinary action, up to or including
42 termination of employment. Each person who uses electronic mail and/or on-line services must
43 read and document in writing understanding and willingness to comply with the Great Falls Public
44 Schools “Staff Computer Acceptable Use and Internet Safety Agreement.” Failure to comply with
45 the “Staff Computer Acceptable Use and Internet Safety Agreement” may result in disciplinary
46 action up to or including termination of employment.

47
48 The District may retrieve and review, even if deleted, e-mail/Internet/network records; users have no right
49 or expectation of privacy in e-mail, the Internet or the network. The District owns the networking system
50 and permits users to access it in the performance of their duties for the District. E-mail messages and

1 electronic records are to be treated like shared paper files, with the expectation that anything in them is
2 available for review. E-mails sent or received by the District or the District's employees may be considered
3 a public record subject to public disclosure or inspection. All District's e-mail and Internet communications
4 may be monitored.

5
6 In order to keep District equipment, e-mail and Internet systems secure, users shall not leave the terminal
7 "signed on" when unattended and may not leave their password available in an obvious place near the
8 terminal or share their password with anyone except the system administrator. The District reserves the
9 right to bypass individual passwords at any time and to monitor the use of such systems by employees.

10
11 Cross Reference:

12 5450F Staff Computer Acceptable Use and Internet Safety Agreement

13
14 Policy History:

15 Adopted on: July 1, 2000

16 Revised on: November 26, 2007

17 Revised on: September 24, 2018

18 Revised on: August 22, 2022

19
20
21
22
23
24
25
26
27
28
29
30