

1 Great Falls School District

2
3 **PERSONNEL**

5450

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5 Employee Electronic Mail and On-Line Services Usage

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7 Electronic mail (“e-mail”) is defined as a communications tool whereby electronic messages are
8 prepared, sent and retrieved electronically. On-line services (i.e., the Internet or intranet) are
9 defined as a communications tool whereby information, reference material and messages are sent
10 and retrieved electronically.

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

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

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20 All e-mail/Internet/network records are considered District records and should be transmitted only
21 to individuals who have a need to receive them. Statements made in e-mail communications can
22 form the basis of various legal claims against the individual author or the District. Additionally,
23 District records, e-mail/Internet/network records are subject to disclosure to law enforcement or
24 government officials or to other third parties through subpoena or other processes. Consequently,
25 users should always ensure that the educational information contained in e-mail/Internet messages
26 is accurate, appropriate and lawful.

27
28 E-mail/Internet messages by users may not necessarily reflect the views of the District.

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30 Abuse of computers, e-mail, Internet, or network systems, through excessive personal use, or use
31 in violation of the law or District policies, will result in disciplinary action, up to or including
32 termination of employment. Each person who uses electronic mail and/or on-line services must
33 read and document in writing understanding and willingness to comply with the Great Falls Public
34 Schools “Staff Computer Acceptable Use and Internet Safety Agreement.” Failure to comply with
35 the “Staff Computer Acceptable Use and Internet Safety Agreement” may result in disciplinary
36 action up to or including termination of employment.

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38 The District may retrieve and review, even if deleted, e-mail/Internet/network records; users have
39 no right or expectation of privacy in e-mail, the Internet or the network. The District owns the
40 networking system and permits users to access it in the performance of their duties for the District.
41 E-mail messages and electronic records are to be treated like shared paper files, with the
42 expectation that anything in them is available for review.

43
44 In order to keep District e-mail and Internet systems secure, users shall not leave the terminal
45 “signed on” when unattended and may not leave their password available in an obvious place near
46 the terminal or share their password with anyone except the system administrator. The District

1 reserves the right to bypass individual passwords at any time and to monitor the use of such
2 systems by employees.

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4 Cross Reference:

5 5450F Staff Computer Acceptable Use and Internet Safety Agreement

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7 Policy History:

8 Adopted on: July 1, 2000

9 Revised on: November 26, 2007

10 Revised on: September 24, 2018

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