

FAIRFIELD AREA SCHOOL DISTRICT

E-MAIL USAGE

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3196.1

Introduction

The way we communicate with other individuals can have a significant effect on the way that communication is received by the recipient. Our communications are usually 1) face-to-face, 2) by letter, 3) by e-mail, 4) by telephone, and 5) Internet communication. These methods should be handled in a professional manner. E-mail communications should be composed using precision, care and professional etiquette. Accordingly, some communication may not be appropriate for and should not be reflected in an e-mail message. For example, communication involving sensitive, personal information, and/or confidential reports such as psycho-educational evaluations should take place with an opportunity for face to face, or voice to voice explanation and conversation.

3196.2

Property Rights

The use of the name, logo, or school colors of the Fairfield Area School District or the names of any of its' staff, students or organizations is considered the property of the Fairfield Area School District. To publish this information on internal or external correspondence in any manner, including a website, is in violation of this policy. Prior approval is required for all students, staff, and administrators by the office of the superintendent before the use of the above-mentioned information.

3196.3

Ownership / Privacy / Enforcement

All e-mail transmissions are the property of the Fairfield Area School District, and as such, a user has no right to privacy with respect to any e-mail sent or received. All email is routinely archived. Even if messages are deleted from the user's mailbox, they may still be archived.

3196.3a Random monitoring of the e-mail accounts will enforce this policy.

3196.3b This policy follows federal and state laws regarding e-mail. Anything sent or received via e-mail can be used in a court of law.

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- 3196.4 Definitions
User - anyone logging on to the network or using a computer that is the property of Fairfield Area School District.
General E-mail Account - There will be a general e-mail account established. The e-mail address will be info@fairfield.k12.pa.us. E-mails received will be forwarded to the appropriate source.
- 3196.5 Student E-mail Usage
Students will not be allowed to use email, personal internet mail accounts, or school related, unless granted special permission by their Principal. Students granted permission will only be able to use it for the use specified by the Principal.
- 3196.6 E-mail: Students to/from Teachers
It will be optional for the teachers to allow students to send e-mail to the teacher's school account. Permission must be obtained from the teacher that the student wants to e-mail. The students will not e-mail their teachers from the school computers; they may only be permitted to do this from their home computers.
- 3196.7 Personal Use of E-mail System
Limited personal use of e-mail will be allowed for all users.
- 3196.8 Encryption and Passwords
Users will not be permitted to use encryption to send internal e-mail messages within our e-mail system without permission from Superintendent.
- 3196.9 E-mail Retention
Users should not keep messages in mailboxes for more than 4 months. If there are messages the user would like to keep longer, the user may save them as text files and store them in a directory/folder on the computer. All e-mail that is older than four months and located in the "in-box" will be automatically purged from the system.
- 3196.10 Checking E-mail
Users will check their GroupWise e-mail accounts during the school day. The Groupwise log-on password must be changed every 92 days.

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3196.11 Virus Warnings

If an e-mail is received regarding a virus, forward this to the Technology Coordinator. There will be a check done for validity, and then, if needed the warning will be e-mailed to the rest of the users after approval from the Superintendent.

3196.12 Group Emails

Group emailing, including chained e-mails, will not be used for personal reasons. Group emailing for professional reasons will be permitted.