

Electronic Monitoring

Electronic mail is an electronic message that is transmitted between two or more computers or electronic terminals, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission through a local, regional, or global computer network.

The Board of Education encourages the use of electronic mail to share information, to improve communication, and to exchange ideas for school related business. Occasional, reasonable personal use is allowable.

Electronic mail confidentiality cannot be ensured. Users, therefore, should exercise extreme caution in using electronic mail to communicate confidential or sensitive matters. Keep passwords private and sign-off from the email account when the computer is unattended.

Users of district electronic mail systems are responsible for their appropriate use. Communications over the network are often public in nature therefore general rules and standards for professional behavior and communications will apply. All illegal and improper uses of the electronic mail system, including but not limited to pornography, obscenity, harassment, solicitation, gambling, and violating copyright to intellectual property rights are prohibited.

School and network administrators may review electronic messages to maintain system integrity and to ensure that staff members are using the system responsibly. Users should not expect that files stored on the district servers will be private.

All district employees should be aware that electronic mail can be retrieved even if they have been deleted and that statements made in electronic mail communications can form the basis of various legal claims against the individual author or the district.

Electronic mail sent or received by the Board, the district or the district's employees may be considered a public record subject to public disclosure or inspection. All Board and district electronic mail communications may be monitored.

The principal will ensure that all district employees have notice of this policy. Each district employee is given an acknowledgement form to sign stating they have received and read the policy. The acknowledgement form will be maintained on file.

Legal Reference: Connecticut General Statutes

The Freedom of Information Act

31-48d - Employers engaged in electronic monitoring required to give prior notice to employees

Policy adopted: January 13, 2011

Revised: June 16, 2020

NORTH CANAAN BOARD OF EDUCATION

North Canaan, Connecticut