

Employee Electronic Mail and On-Line Services Usage

Electronic mail ("e-mail") is defined as a communications tool whereby electronic messages are prepared, sent and retrieved on computers. On-line services (i.e., the Internet) are defined as a communications tool whereby information, reference material and messages are sent and retrieved electronically on computers.

Because of the unique nature of e-mail/Internet and because of the desire of Upper West Shore School District #33 to protect its interest with regard to its electronic records, the following rules have been established to address e-mail/Internet usage by all employees.

The School District e-mail and Internet system is intended to be used for educational purposes only; use for informal or personal purposes is permissible only within reasonable limits. All e-mail/Internet records are considered School District records and should be transmitted only to individuals who have a need to receive them. Additionally, district records, e-mail/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, employees should always ensure that the educational information contained in e-mail/Internet messages is accurate, appropriate and lawful. E-mail/Internet messages by employees may not necessarily reflect the views of the School District. Abuse of the e-mail or Internet systems, through excessive personal use, or use in violation of the law or School District policies, will result in disciplinary action, up to and including termination of employment.

While the School District does not intend to regularly review employees' e-mail/Internet records, employees have no right or expectation of privacy in e-mail or the Internet. The School District owns the computer and software making up the e-mail and Internet system and permits employees to use them in the performance of their duties. E-mail messages and Internet records are to be treated with the expectation that anything in them is available for review by the Board.

Network Acceptable Use Policy

The District recognizes the need for its staff and students to have access to a global information network. Part of the District's responsibility in preparing students is to provide them access to the tools they will be using as adults. We believe that responsible use of this global information network is important.

Accordingly, the District shall operate an information network to enhance and expand its educational mission. The network is an information system owned by the District as well as other information systems to which the District provides intentional or unintentional access.

The District is not responsible for information available from third parties solely for providing access or connection to or from a facility, system or network over which it has no control. An orientation session on appropriate use of the Information Network shall be provided for each user prior to the issuance of a system account. The use of this system shall be consistent with the District's educational mission, district policy, state laws and federal laws.

Internet Information Privacy (Required if the District has a Web site)

Upper West Shore School District #33 will not collect personally identifiable information online from its Web site users unless the Web site:

1. Identifies who operates the Web site;
2. Provides the address and telephone number where the operator may be contacted as well as an electronic means of contacting the operator, and
3. Generally, describes the operator's information practices, including how it protects the privacy of the user and the steps taken to protect the security of the collected information.

If the personally identifiable information may be used for a purpose other than the express purpose of the Web site or may be given or sold to a third party, then the Web site must include:

1. A clear notice to the user that the information collected could be used for purposes other than the purposes of the Web site;
2. A general description of the types of third parties that may obtain the information; and
3. A clear procedure requiring an affirmative expression of the user's permission before the information is collected.

Personally, identifiable information is defined as including: a first and last name, a physical address, an e-mail address, a telephone number, social security number, or unique identifying information that an Internet service provider or a government Web site operator collects and combines with any other parts of the definition.

Legal Reference: § 2-17-550, MCA Government Internet Information Privacy
 § 2-17-551, MCA
 § 2-17-552, MCA
 § 17-553, MCA

Policy History:
Adopted on: 2008-09
Revised on: 01/28/19