

CODE NO. CAL	605.8	TITLE	E- Mail Policy		
SERIES	600	SERIES TITLE	EDUCATIONAL PROGRAM		
DATE ADOPTED	3/15/1998	DATE REVIEWED	2/16/2009	DATE REVISED	3/16/2009

LEGAL REFERENCE	605.8	Iowa Code 279.8 (2007)
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CROSS REFERENCE	CROSS REF TITLE
502	Student Rights and Responsibilities
506	Student Records
605.5	School Library

**BODY**

The contents of e-mail messages sent or received by staff and students are generally intended to be confidential. The contents of any e-mail messages are intended to be shared only by its sender and recipients, and by any other people to whom the sender or recipients may disclose the contents of the message. Although the content of e-mail messages is intended to be confidential, the fact that these messages occurred, information about the message such as the subject, by whom, to whom and when the message was sent is not confidential. Confidentiality of e-mail content cannot be guaranteed.

E-mail messages can be saved indefinitely on receiving computer(s), copies made and forwarded to others electronically or on paper. Messages sent to nonexistent or incorrect addresses may be delivered to a system administrator or postmaster at an external site.

The contents of e-mail messages are not routinely monitored by the school district. However, the district may monitor e-mail where required to prevent the continued use of e-mail messages for illegal purposes or to meet externally imposed legal requirements. Furthermore, the e-mail system, equipment, network, back up files and records are property of the Denison Community School District. Routine maintenance of networking or computing systems may result in the contents of files and communications being seen by network administrators.

Access to information technology services and facilities in general, and e-mail in particular is a privilege and must be treated as such by all users. Abuse of these privileges can be a matter of legal action or disciplinary procedures, with sanctions ranging from reprimand, to loss of access, to referral to authorities. In a case where and inappropriate use impacts performance of the network or security of services, an individual's privilege of access may be suspended without notice.

Acceptable use of e-mail or other computing and networking resources or facilities is based on common sense, common decency, and civility. E-mail should be used in the same way and with the same intent as any other form of communication. Do not send an e-mail message that, using good judgment, would not have been sent using any other form of communication.

Unacceptable uses of e-mail or other computing and networking resources and facilities shall include, but are not limited to:

Misrepresentation of identity or source in the use of e-mail is unacceptable. However, as a e-mail recipient, it is important to realize that authenticity of an e-mail message cannot be assured and the authorship or source of an e-mail message may not be as indicated in the message.

Using e-mail or other computing or networking resources or facilities for any purpose that violates federal or state laws.

Using e-mail or other computing or networking resources or facilities for commercial purposes.

Sending harassing, intimidating, abusive or offensive material to or about others.

Intercepting, disrupting or altering electronic communications.

Using the identity and password of someone else for access or otherwise attempting to evade, disable, or “crack” password or other security provisions.

Causing congestion on the network by such things as the propagation of “chain letters”, “broadcasting” inappropriate messages to lists or individuals, or excessive use of shared data store such as an electronic mail post office.

Reproducing or distributing copyrighted materials without appropriate authorization.

Accessing, copying or modifying e-mail or other files without authorization.

Personal use of e-mail is permitted. However, personal use of e-mail services must be done with discretion.