

Subject: Use of Email in the School District

Electronic mail or email is a valuable business communication tool, and users will use this tool in a responsible, effective, and lawful manner. Every District Representative has a responsibility to maintain the District's image and reputation, to be knowledgeable about the inherent risks associated with email usage, and to avoid placing the District at risk. Although email seems to be less formal than other written communication, the same laws and business record requirements apply. Signature files should be limited to professional information. Graphic images (other than LCSD logo) and animations are prohibited. All email communications should be written in the style and manner, including grammar and proper decorum that you would employ in sending hard copy communications. You should not put anything in an email that you would not put in a formal letter.

It is important for all District Representatives to remember that although email is convenient, email is not a mechanism for communicating to all staff. We should use "Reply to all" messages sparingly and only when necessary, and avoid sending unnecessary attachments. Verify recipients before sending an email.

Email, when sent or received on the District network and/or equipment, will not be considered private. In addition, the Superintendent (or his/her designee) has the right of access to all email sent or received to District email addresses regardless of its origin. In the event of LCSD being involved in any legal proceedings, any relevant emails may have to be disclosed. Every user is responsible for all email originating from their user ID (email address). If you choose to use District Wi-Fi with your personal email, that email is not private.

Examples of Unacceptable Uses of District Email

- a) Email may never be used to conduct job searches, post personal information to bulletin boards, blogs, chat groups and list services, etc.
- b) Email may never be used for solicitation purposes.
- c) Attempts to read, delete, copy, or modify the email of other users are prohibited.
- d) Forwarding of chain letters, pyramid messages, or similar schemes is not allowed.
- e) Forgery or attempted forgery of email is prohibited.
- f) Personnel matters should never be discussed through group emails. All concerns regarding personnel matters should be addressed with the Superintendent or his designee.
- g) Issues regarding particular students should never be discussed through group emails.

(Continued)

Subject: Use of Email in the School District (Cont'd.)

Classified and Confidential

District employees and authorized users may NOT:

- a) Provide lists or information about District employees or students to others and/or classified information without approval. Questions regarding usage and requests for such lists or information should be directed to a Principal/Supervisor.
- b) Forward emails with confidential, sensitive, or secure information without Principal/Supervisor authorization. Additional precautions, such as encryption, should be taken when sending documents of a confidential nature.
- c) Use file names that may disclose confidential information. Confidential files should be password protected and encrypted. File protection passwords will not be communicated via email correspondence.
- d) Use email to transmit any individual's protected personal information (PPI). PPI may include but not be limited to social security number, driver's license number or non-driver ID number, account number, credit/debit card number and security code, or any access code/password that permits access to financial accounts or protected student records.
- e) Send or forward email with comments or statements about the District that may negatively impact it.
- f) Send or forward email that contains confidential information subject to Health Insurance Portability and Accountability Act (HIPAA), Family Educational Rights and Privacy Act (FERPA), Education Law Section 2-D (EdLaw 2-D) and other applicable laws.

Confidentiality Notice

A standard Confidentiality Notice will automatically be added to each email as determined by the District.

Failure to adhere to this policy or the above standards will result in disciplinary action ranging from termination of Internet/equipment privileges to termination of employment.

Note: Refer also to Policies #3320 - Confidentiality of Computerized Information

#3420 - Non-Discrimination and Anti-Harassment in the School District

#5670 - Records Management

#6470 - LCSD Acceptable Use Policy

#8271 - Internet Safety/Internet Content Filtering Policy

Adopted: 6/6/22