

All Personnel

Employee Rules and Regulations for Use of E-mail

The District's electronic mail (e-mail) system is for employees of the District to facilitate rapid and clear communications within and outside of the District. It is the intent of the District that the e-mail system be used only for District business.

Rules and Regulations

District e-mail rules and regulations:

1. All e-mail communications, as all paper documents, are the property of the District and are subject to office policy, procedure, control and review. There should be no expectation of privacy in anything created, stored, forwarded, received, or printed on the District's e-mail system. E-mail communications become public documents available to the public. (California Public Records Act, Government Code Section 6250-6276.48)

2. E-mail communication that requires storage shall be stored on the hard drive of a computer, archived, forwarded, or printed.

3. No statement, representation or position expressed by employees of the District in e-mail communications shall be attributed to the District or binding thereon unless approved in advance or ratified by express action of the Superintendent or by the Superintendent's designee.

4. E-mail communication shall not contain profanity or other unprofessional language, shall not be malicious, defamatory, used to harass, or used for disparaging remarks or comments toward persons or groups on the basis of gender, sexual preference, race, color, creed, religion, or national origin, or be disruptive of District business or activities. Email may not be utilized to encourage or condone illegal activities.

AR 4040.1(b)

5. District e-mail shall not be used for political purposes or political fund-raising, nor shall it be used disparagingly toward any person or group based upon political affiliation or political party membership. (cf. 4119.25 - Political Activities of Employees)

6. Authorized representatives of employee organizations shall be permitted the use of District e-mail to transact official employee organization business provided the business does not interfere with the instructional process. E-mail may be used by district employees at times outside of active instruction, such as before and after school and during duty free lunches.

7. District e-mail shall not be used for commercial solicitations, non-District fund-raising, personal financial transactions, private business transactions, private party invitations, or other private activities not related to District business.

8. Access to the District's e-mail system by a third party is prohibited.

9. All employees shall be familiar with and comply with the District policies and administrative regulations regarding the use of technology. (cf. 4040 - Employee Use of Technology) Use of the District's e-mail system shall be subject to monitoring and search.

10. Information which falls under any applicable privacy laws and regulations shall not be communicated through or attached to e-mail. Specific examples are:

- a. Social Security Numbers
- b. Any information related to an employee's home address, home telephone number, employee's employment status, or salary
- c. Disciplinary action or documentation of performance problems
- d. Details of a health or medical condition
- e. Confidential student information

AR 4040.1(c)

11. E-mail correspondence should comply with all the same requirements applicable for District correspondence, including the following:

- a. Inclusion of a pertinent subject title
- b. Brief and concise messages

12. Announcement

- a. Announcements to everyone in the Outlook "Global Address List" or "All Users" shall be approved in writing by the Superintendent or the Superintendent's designee.
- b. Announcements regarding births, deaths, or marriages shall be approved in writing prior to sending by the Superintendent or the Superintendent's designee.

13. E-mail messages should include the Santa Ana Unified School District E-mail Confidentiality Notice.

SANTA ANA UNIFIED SCHOOL DISTRICT

E 4040.1

All Personnel

E-MAIL Confidentiality Notice

This e-mail communication and any attachments, including documents, files, or previous e-mail messages, constitute electronic communications within the scope of the Electronic Communications Privacy Act, 18 USCA 2510 et al. This e-mail communication may contain non-public, confidential or legally privileged information intended for the sole use of the designated recipient(s). The unauthorized and intentional interception, use, copy or disclosure of such information, or attempt to do so, is strictly prohibited and may be unlawful under applicable laws. If you have received this e-mail communication in error, please immediately notify the sender by return e-mail and delete the original e-mail from your system.

Approved: (3-08)

Santa Ana, CA