

Superintendent File: GBI

ELECTRONIC MAIL

Electronic mail (“e-mail”) is a message that is transmitted between two or more computers or electronic terminals regardless of the physical form. Electronic mail includes all electronic messages that are transmitted through a local, regional, or global computer network. Electronic mail sent or received by the Board, the District, or the District’s employees may be a “public record” subject to retention under state archive statutes and possibly inspection and disclosure under the Colorado Public Records law.

In order to ensure compliance with the state law, District policies, and regulations as well as appropriate use of the electronic communications systems, the District retains the right to inspect, maintain, and, if appropriate, disclose all electronic communications sent over the District electronic mail system. Therefore, employees have no expectation of privacy when using District electronic mail systems. Employees are hereby notified that electronic messages can be retrieved even after those messages have been deleted from an individual computer.

Other avenues of communication should be used for confidential matters or privileged communications such as student records unless appropriate measures are taken to ensure confidentiality and maintain the appropriate privilege.

Except as provided herein, District employees may not access another employee’s electronic mail without the employee’s consent or authorization from an appropriate administrator. District employees will take appropriate security measures, which includes maintaining the confidentiality of passwords and codes and ensuring that terminals do not become available for unauthorized use.

Users of the District electronic mail systems are responsible for using the system appropriately as outlined in District policy and rules. Improper use includes, but is not limited to, violating copyright or intellectual property rights, the Family Educational Rights and Privacy Act, and the Colorado Public Records law or local, state, and federal laws. Use of the system must comply with District policy and regulations, including GBEA (Staff Conflicts of Interest), GBEB (Staff Conduct and Ethics), GBEE (Employee Use of Computer and Internet), and JRA/JRC (Student Records). District electronic mail systems may not be used to participate in political activities. Use of the District electronic mail systems for which the District will incur an expense is not permitted without authorization from the appropriate administrator.

Failure to follow the acceptable use procedures may result in the loss of the privilege to use electronic mail and may result in disciplinary action up to and including dismissal. Employees leaving the District for any reason shall relinquish any further rights to use the District’s electronic mail system and to retain their electronic mail account.

Adopted: May 7, 2002

Repealed by the Board and re-enacted by the Superintendent: August 5, 2003

LEGAL REFS.:

C.R.S. 24-6-401 et seq.; 24-72-201 et seq.; 24-80-101 et seq., Colorado

Open Records Act

20 U.S.C. 1232g, Federal Family Educational Rights and Privacy Act of 1974

CROSS REFS.:

GBEA, Staff Conflicts of Interest and Ethics

GBEB, Staff Conduct

GBEE, Employee Use of Computer and Internet

JICJ, Student Use of District Technology

JRA/JRC, Student Records

Douglas County School District Re. 1, Castle Rock, Colorado