

BUSINESS - SCHOOL OPERATIONS

Guidelines for E-Mail

1.0 Purpose:

- 1.1 All e-mail services provided by the Durham District School Board are designed to give approved users an effective electronic form of communication for business and administrative purposes.

2.0 Guidelines:

- 2.1 All individuals using the E-Mail system agree to comply with the guidelines relating to E-Mail use.
- 2.2 E-Mail is provided by the Board for administrative and business purposes. It shall not be used for items involving personal gain or for actions or comments detrimental to the interests of the Durham District School Board or its personnel.
- 2.3 Only authorized persons are entitled to use E-mail provided by the Board for Board business communication with the administrative staff of the Board or, where applicable, with other staff.
- 2.4 Inappropriate materials and comments that are racist, sexist, obscene, or harassing, and any situations in contradiction to Board Policies and Procedures will not be tolerated.
- 2.5 Where E-Mail permits the transfer of files, all such files and transfers shall comply with copyright and licensing laws.
- 2.6 Supervisors are responsible for ensuring that the Board's E-Mail guidelines are followed. They may use appropriate corrective and disciplinary measures if necessary.
- 2.7 E-Mail may be used for Board business and messages, scheduling and booking appointments, assigning and delegating tasks, and filing documents.
- 2.8 It is strictly forbidden to access another person's E-Mail except under circumstances where person is on holidays and has left permission with a supervisor to open mail or forward it; or where the person is on extended leave; or where the system administrator deems it necessary to the integrity of the system, and then only if approved by the Superintendent or designate in charge of the area concerned.
- 2.9 Passwords and user IDs are strictly confidential and must be kept so.
- 2.10 E-Mail users have an obligation to sign-on to the E-Mail system and respond to messages on a regular basis.

3.0 Information About E-mail:

- 3.1 E-Mail messages are considered to be the property of the Durham Board of Education in the same manner that Board files, memos and correspondence belong to the Board.

- 3.2 E-Mail requires an administrator to maintain the system's integrity. This could mean that a user's mail may be opened by the administrator in certain circumstances.
- 3.3 E-Mail can be read by unauthorized persons if you share your password, or, if you leave your terminal unattended in the sign-on mode.
- 3.4 E-Mail specifically sent to one person can be forwarded to another by the original recipient without the knowledge or approval of the sender.
- 3.5 Security is an issue with E-Mail. Electronic mail creates a trail of data that can be retrieved at a later date. Users should be aware that an image of any items is accessible by the system administrator even though you have deleted it.

4.0 Tips on Using E-mail:

- 4.1 Since electronic mail offers no indications of feeling such as inflection, gesture, or eye contact, please be sensitive to the tone of your mail.
- 4.2 When responding to messages, it helps if you reply with history so that he/she will know your reference.
- 4.3 Keep messages brief and to the point. Do not ramble.
- 4.4 Keep in mind that if what you have to say is not likely to be appropriate in a crowded elevator, it is not acceptable for E-Mail.
- 4.5 All births, deaths, retirements, and classified ads should be placed in the Classified section of the Staff Portal.

Appendix:

None

Effective Date

96-05-01

Amended/Reviewed

2006-08-09

2013-02-04

Approved by

Administrative Council

Distribution

Elementary & Secondary