

The Board has established this policy with regard to access and disclosure of electronic data composed, stored, sent, or received by employees using the SAU #41 computer systems. This policy is designed to protect the safety and security of the SAU #41 computer systems including E-mail and internet use.

The following shall apply:

1. The computer hardware system, software and E-mail system are owned by SAU #41, and all messages or data composed, stored, sent, or received using the system are and remain the private property SAU #41. They are not the property of the employee.
2. The computer and E-mail system is to be used for business purposes only.
3. The electronic mail system shall not be used for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations. School district employees, while acting in the capacity of a school district employee, shall refrain from any conduct that is intended to be or that reasonably could be perceived as endorsing or opposing specific political issues or political candidates.
4. The Board prohibits discriminatory, harassing, or offensive materials in any form of media. Among those considered offensive are any messages which contain sexual implications, racial slurs, or any other comments that offensively address someone's age, sexual orientation, gender, religious or political beliefs, national origin, or disability.
5. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
6. The Board or the Superintendent have the right to read, review, audit, intercept, access or disclose any and all information on an employee's computer system or messages created, received or sent over the electronic mail system for any purpose.
7. The confidentiality of any message or data should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message.
8. Any communications created, sent, or retrieved using E-mail may be read by individuals other than the intended recipient.
9. Notwithstanding the SAU #41's right to retrieve and monitor any E-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail that is not sent to them. Any exception to this policy must receive prior approval by the Superintendent.

10. Any employee who violates this policy or uses the computer system or electronic mail system for improper purposes shall be subject to discipline up to and including discharge.
11. Time sensitive information should not be communicated solely by electronic mail since there is no guarantee that an addressee will receive, read and/or respond to a message in a timely manner.

Legal References: RSA 194:3-d, School District Computer Networks

First Reading: November 5, 2012

Second Reading: December 11, 2012

Third Reading: April 1, 2013

Adopted: April 1, 2013