

Baldwin County Email Policy

IFBGA - BALDWIN COUNTY SCHOOL DISTRICT E-MAIL

Purpose

The Baldwin County School District established and maintains an electronic mail system to assist in the conduct of school district business and to facilitate communication for students and staff. The electronic mail system is also a learning platform that provides students and staff with experience in the use of contemporary technology.

Regulatory Provisions

Since the Baldwin County School District owns and operates the electronic mail system, it must establish policies and guidelines for its use by students and staff. The following provisions shall govern how the electronic mail system may be used. Any persons who discover a violation of the following provisions should notify the Director of Technology for the Baldwin County School District.

The electronic mail system is provided to assist in the conduct of business within the Baldwin County School District.

Hardware and software are the property of the Baldwin County School District. All messages composed, sent, or received on the electronic mail system are and remain the property of the school district. They are not the private property of any student or employee.

Use of the electronic mail system is reserved primarily for educational or business purposes.

The electronic mail system may not be used to solicit or proselytize for commercial ventures, political causes, outside organizations, or other non-job-related solicitations.

Pursuant to the establishment clause of the First Amendment of the U. S. Constitution, use of the Baldwin County School District electronic mail system to promote particular religious causes shall be prohibited.

The electronic mail system shall not be used to create any offensive or disruptive messages. Such messages include, but are not limited to, sexual innuendos, racial slurs, gender-specific comments, or comments that offensively address someone's age, sexual orientation, religious beliefs, political beliefs, national origin, or disability.

The electronic mail system shall not be used to send (upload) or receive (download) unauthorized copyrighted materials, trade secrets, proprietary financial information, or similar data.

The Baldwin County School District reserves the right to review, audit, intercept, access, and disclose all messages created, received, or sent over its electronic mail system. Contents of electronic mail, properly obtained for legitimate business purposes, may be disclosed without the permission of the e-mail system subscriber.

Confidentiality of any electronic mail message should not be assumed.

Use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the Baldwin County School District or they become invalid and shall not be used.

Notwithstanding the stated limits on confidentiality of electronic communication, electronic messages shall be treated as confidential by all students and employees. Students and staff are not authorized to retrieve or read any e-mail messages that are not addressed to them. Exceptions to this provision must have prior approval of the Superintendent of the school district or his/her designee.

Subscribers to the electronic mail service shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. Neither shall they attempt to gain access to another subscriber's message without that subscriber's permission.

No pass code may be used that is unknown to the Baldwin County School District.

Employees that violate this policy or use the electronic mail system for improper or prohibited purposes shall be subject to discipline up to and including discharge.

Students that violate this policy or use the electronic mail system for improper or prohibited purposes shall be subject to discipline and revocation of electronic mail service.

Adopted: November 9, 1999

Revised: July 9, 2002

BALDWIN COUNTY BOARD OF EDUCATION