

# **Staff E-Mail Acceptable Use Procedure**

## **Introduction**

Rich Township High School District 227 has partnered with Microsoft to offer the Microsoft Office 365 hosted E-mail service to staff. This hosted E-mail system will provide staff the ability to utilize Microsoft Office Web Apps, a popular E-mail system used in education, business and industry.

## **Use of E-mail**

E-mail is an official means of communication at Rich Township High School District 227. The District may send communications to staff via E-mail and has the right to expect that those communications are received and read in a timely manner. Information sent via E-mail holds the same importance as communication sent via other methods (mail, phone, etc.). It is recommended that staff check their E-mail accounts periodically and consistently.

## **Assignment of E-mail Address**

The Information Technology Department will assign an E-mail address to each staff members at the time of network account creation.

## **Access to E-mail Services**

Access to E-mail will be provided to every staff member of the District via the Microsoft Exchange Outlook Web Access interface. This interface is available on any workstation that has Internet access. The E-mail account is to be used by the account holder only. A staff member may not give any other individual access to their E-mail account.

## **E-mail Forwarding**

A staff member may not configure their District 227 issue E-mail account to forward to any another E-mail address.

## **Acceptable Use**

E-mail accounts issued by the District are for District business use only. All accounts provided by the District are not to be used for illegal or immoral activities. All users of the District's electronic resources are required to comply with the District's Acceptable Use Policy.

## **Offensive Content and Harassing or Discriminatory Activities Are Banned**

Staff members are prohibited from using E-mail to engage in activities or transmit content that is harassing, discriminatory, menacing, threatening, obscene, defamatory, or in any way objectionable or offensive.

### **Staff members are prohibited from using E-mail to:**

- Send, receive, solicit, print, copy, or reply to text or images that disparage others based on their race, religion, color, sex, sexual orientation, national origin, veteran status, disability, ancestry, or age
- Send, receive, solicit, print, copy, or reply to jokes (text or images) based on sex, sexual orientation, race, age, religion, national origin, veteran status, ancestry, or disability
- Send, receive, solicit, print, copy, or reply to messages that are disparaging or defamatory
- Spread gossip, rumors, and innuendos about other District 227 students, faculty, and staff, or other parties
- Send, receive, solicit, print, copy, or reply to sexually oriented messages or images
- Send, receive, solicit, print, copy, or reply to messages or images that contain foul, obscene, off-color, or adult-oriented language
- Send, receive, solicit, print, copy, or reply to messages or images that are intended to alarm others, embarrass the District, or negatively impact or harm students

## **Personal Information Must Be Protected**

Staff members are prohibited from using E-mail to transmit personal confidential information to outside parties. Staff may not access, send, receive, solicit, print, copy, or reply to personal information about students, faculty and other staff members.

Personal Information is defined as the first name or initial and last name" in combination" with one or more of the following nonpublic unencrypted pieces of information:

- a social security number or employer identification number;
- a driver's license or identification card number;
- a bank account, credit card or debit card number accompanied by the applicable passwords or security codes.

"in combination" is defined as the personal information is in the same document or database or contained within separate documents or databases on the same electronic hard drive or media such that the name and the other personal information can be associated together. E.g., a social security number which can be associated with the name of the owner.

## **Conclusion**

Abuse of E-mail privileges and nonobservance of this procedure is considered to be a serious matter and will subject violators to disciplinary action. In addition, it should be understood that this procedure does not preclude further action resulting from the application of pertinent laws and regulations of the State of Illinois and/or the United States of America.

**Any and all e-mail and network files are not private. All file transfers, including e-mail, e-mail attachments and files accessed from the World Wide Web may be reviewed by the district's administrators, or by other persons designated by district administrators in addition designated personnel have access to all email messages and may review files and communications to maintain integrity and monitor responsible use.**