

## **STAFF USE OF ELECTRONIC MAIL**

### **Security Measures for Electronic Mail**

The district electronic mail system shall be administered by one or more system operators who shall be responsible for the overall security of the system, including assignment and maintenance of user identifications, password protection, monitoring system usage, management of email usage and file size, troubleshooting, problem resolution and archiving of mail messages.

District employees may not access another employee's electronic mail (email) without the employee's consent or authorization from an appropriate administrator. District employees will take appropriate security measures, which include maintaining the confidentiality of passwords and codes and insuring that terminals do not become available for unauthorized use.

Users of the district email systems are responsible for using the system appropriately as outlined in the acceptable use agreement. Improper use includes, but is not limited to, violating copyright or intellectual property rights, the Family Educational Rights and Privacy Act, and the Colorado Open Records Act or local, state and federal laws. District email may not be used to participate in political activities. Use of the district email systems for which the district will incur an expense is not permitted without authorization from the appropriate administrator.

### **Monitoring Public Electronic Mail Records**

Both incoming and outgoing email records are segregated and stored permanently within 90 days by the instructional support/technology services department. There they shall be archived in a manner that does not require proprietary software for retrieval and be made available to the public, as provided above.

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