

Greene County School District E-mail Guidelines

The e-mail policy is intended to define the requirements governing the use of district e-mail resources. All account holders are responsible for following these guidelines.

1. Use of e-mail is for district business purposes. E-mail services may be used for personal purposes during off-work hours or lunch. It is recommended that a separate e-mail account be used for personal mail.
2. Users should not attach pictures, movies, or other unnecessary attachments to e-mail messages. The recipient may not be able to view them and they consume network resources and disk space. Large attachments could shut down the recipient's mail account and slow the overall operation of the district e-mail system and network.
3. Users should not assume that e-mail messages are private. The e-mail system is the property of the district. Everything written is a matter of public record and is subject to legal disclosure. Any correspondence received from outside the district becomes a public record and is subject to disclosure. An archive of all e-mail is kept by the district.
4. Use of e-mail to harass, intimidate or otherwise annoy another person, such as by broadcasting unsolicited messages or sending unwanted messages is prohibited.
5. Users should not forward e-mail without the original author's permission.
6. Using a pseudonym or writing anonymous e-mail that appears to disassociate users from responsibility for their actions is inappropriate.
7. Users should not allow anyone else to use their e-mail account. Users will be held responsible for any correspondence originating from their account.
8. Do not use Reply to All as a routine procedure. Lists will be provided for group communication when requested; a mailing list can be set up in Outlook for each member of a team or group. Reply All creates unnecessary mail traffic.
9. E-mail users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the District unless expressly authorized to do so.
10. Make sure that computers are set to scan incoming and outgoing e-mail messages for viruses.