

**Boundary County School District No. 101**

**PERSONNEL**

**5330**

Employee Electronic Mail and On-Line Services Usage

1 Electronic mail (“e-mail”) is defined as a communications tool whereby electronic messages are  
2 prepared, sent and retrieved on personal computers. On-line services (i.e., the Internet) are  
3 defined as a communications tool whereby information, reference material and messages are sent  
4 and retrieved electronically on personal computers.

5 Because of the unique nature of e-mail/Internet, and because of the District’s desire to protect its  
6 interest with regard to its electronic records, the following rules have been established to address  
7 e-mail/Internet usage by all employees:

8 The District e-mail and Internet systems are intended to be used for educational purposes only.  
9 No district employee may use the District’s e-mail or Internet systems for the promotion of  
10 election or political campaigns, issues dealing with private or charitable organizations or  
11 foundations or ballot issues, however, use for other informal or personal purposes is permissible  
12 within reasonable limits. All e-mail/Internet records are considered District records and should  
13 be transmitted only to individuals who have a need to receive them. Additionally, District  
14 records, e-mail/Internet records are subject to disclosure to law enforcement or government  
15 officials or to other third parties through subpoena or other process. Consequently, employees  
16 should always ensure that the educational information contained in e-mail/Internet messages is  
17 accurate, appropriate and lawful. E-mail/Internet messages by employees may not necessarily  
18 reflect the views of the District. Abuse of the e-mail or Internet systems, through excessive  
19 personal use, or use in violation of the law or District policies, or viewing of pornography will  
20 result in disciplinary action, up to and including termination of employment. Further, if a district  
21 employee is found to have been viewing pornography on the internet this violation will be  
22 reported to the State Department of Education or Professional Standards Commission.

23 While the District does not intend to regularly review employees’ e-mail/Internet records,  
24 employees have no right or expectation of privacy in e-mail or the Internet. The District owns  
25 the computer and software making up the e-mail and Internet system and permits employees to  
26 use them in the performance of their duties for the District. E-mail messages and Internet records  
27 are to be treated like shared paper files, with the expectation that anything in them is available for  
28 review by the Superintendent.

Cross Reference: 5300 Political Activity - Staff Participation

Legal Reference: Idaho Constitution Article III, Section 1

Idaho Attorney General Opinion No. 95-07

Policy History:

Adopted on: JUNE 21, 2004

Revised on: