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The District has established this policy with regard to access and disclosure of electronic data composed, stored, sent, or received by employees using the District computer system. This policy is designed to protect the safety and security of the District's computer systems including e-mail and Internet use.

The District intends to enforce the rules set forth below and reserves the right to change these rules at any time.

1. The computer hardware system, software and e-mail system are owned by the District, and all messages or data composed, stored, sent, or received using the system is and remains the private property of the District. They are not the property of the employee. The District retains ownership and possessory control of the District information network, computer systems and e-mail system and all information sent, received, accessed or stored therein.

2. The computer and e-mail system should be used for school business only. Incidental and occasional personal use of the District's computer systems and e-mail system is permitted, but information and messages stored in these systems will be treated no differently from other school-related information and messages.

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

4. The District prohibits discriminatory, harassing, or offensive materials in any form of media. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability.

5. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

6. The District reserves, and intends to exercise without prior notice, the right to read, review, audit, intercept, access or disclose any and all information on the School District's computer system or messages created, received or sent over the electronic mail system for any purpose, even if coded or pass worded.

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7. Although the School District provides certain codes to restrict access to computers and e-mail to protect these systems against external parties or entities obtaining unauthorized access, staff should understand that these systems are intended for School district use, and all computer information, e-mail messages are to be considered School records.

8. The School District needs to be able to respond to proper requests resulting from legal proceedings that call for electronically stored evidence. Therefore, the School district must and does maintain the right and ability to enter into the School district computer system and e-mail system to inspect and review any and all data recorded in these systems. Because the School District reserves the right to obtain access to all e-mail messages left on or transmitted over the School District's computer system and e-mail system, staff should not assume that such messages are private and confidential or that the School District or its designated representatives will not have a need to access and review information. Individuals using the School District's computer equipment should also have no expectation that any information stored on the computer they are using, whether the information is contained on a computer hard drive, computer disk or in any other manner, will be private.

9. The confidentiality of any message or data should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality, or that the District will not retrieve it. All passwords must be disclosed to the computer administrator.

10. Any communications created, sent, or retrieved using e-mail may be read by individuals other than the intended recipient.

11. Notwithstanding the District's right to retrieve and monitor any e-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail that is not sent to them. Any exception to this policy must receive prior approval by the Superintendent.

12. Any employee who violates this policy or uses the computer system or electronic mail system for improper purposes shall be subject to discipline up to and including discharge.

13. The District has the authority to terminate or limit access to any program at any time.

14. Personal disks cannot be used on the system unless pre-authorized by the computer coordinator.

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District Policy History:

Adopted: June 07, 2006

Legal References:
RSA 189:68-a, Student Online Personal Information
RSA 194:3-d, School District Computer Networks