

Policy

Internet and Electronic Mail Policy

Use of the Internet and electronic mail is limited to the conduct of official North river School business. Personal use of the Internet and electronic mail is allowed only if it is incidental, infrequent, involves little or no actual cost to the North River School district, and does not interfere with the performance of official duties, and occurs during non-paid time.

The Internet and electronic mail should not be used for the following:

1. Conducting an outside business;
2. Political purposes;
3. Sending chain letters, gambling, or engaging in any activity in violation of local, state, or federal law;
4. Sending or soliciting, sexually oriented messages or images;
5. Display or transmission of any material which is offensive to others based on race, national origin, sex, sexual orientation, disability, etc.; and
6. Transmission of threatening or harassing material.

Employees should be aware that correspondence sent or received via electronic mail and records of sites visited on the Internet are public information. Internet messages and electronic mail generally have no guarantee of confidentiality. Even though electronic messages have been deleted, they may still be retained in the system.

Employees are individually responsible for the content of any communication sent via Internet or electronic mail. Disciplinary action will be taken for violation of this policy.

Adopted: