

**ELECTRONIC MAIL**

Electronic mail (E-mail) service is provided to employees of Ledyard Public Schools primarily for the purpose of conducting the business of the school system. The Ledyard Board of Education encourages the use of E-mail to share information, improve internal and external communications, and exchange ideas. Occasional, reasonable personal use is allowed.

Authorized users of the District's E-mail system shall annually acknowledge electronically during mandatory training that they have been informed of the requirements of this policy and understand the disciplinary actions that may be imposed, up to and including termination of employment, for misuse of the District's E-mail system.

Users of the District's E-mail system should have no expectation of privacy regarding communications sent via E-mail. Electronic mail sent or received by the Board, Ledyard Public Schools or its employees via the District's E-mail system may be considered a public record subject to public disclosure or inspection. The District retains the right to review, store and disclose all information sent via the District's E-mail system for any legally permissible reason, including, but not limited to, determining whether the information is a public record, whether it contains information discoverable in litigation, and/or to access District information in the employee's absence.

All District employees should be aware that E-mail messages can be retrieved, even if they have been deleted, and that statements made in E-mail communications can form the basis of various legal claims against the individual author and/or the District.

All users of the District's E-mail system are expected to conduct themselves with the same integrity and personal demeanor in electronic communications as in face-to-face dealings with one another, with students, and with parents and community members.

All electronic transmission of student records will adhere to all federal and state laws, including the provisions of the Family Educational Rights and Privacy Act (FERPA).

In order to keep the District's E-mail system secure, authorized users should log out of the system when leaving their computer and should not share their password with unauthorized users or otherwise allow their password to be available to unauthorized users. Students are not allowed access to the District's E-mail system.

Except as provided herein, District employees are prohibited from accessing another employee's E-mail without the expressed written consent of the employee.

Users of the District's E-mail system are responsible for their appropriate use of electronic communications. All illegal and improper uses of the District's E-mail system, including, but not limited to, pornography, obscenity, harassment, solicitation, gambling and violating copyright or intellectual property rights are prohibited. Illegal uses of the District's E-mail system will also result in referral to law enforcement agencies.

The District's E-mail system shall not be used for commercial or private business purposes or for political campaigning.

**Legal References:**

Connecticut General Statutes

Title 1, Chapter 14, Freedom of Information Act

31-48d. Employers engaged in electronic monitoring required to give prior notice to employees

Exceptions. Civil penalty.

**Policy Adopted: July 15, 2009**

**Policy revised: November 4, 2015**

**LEDYARD PUBLIC SCHOOLS  
Ledyard, Connecticut**