

Missoula County Public Schools

Personnel 5450

Employee Electronic Mail and Network Usage

Electronic mail ("e-mail")

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

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

The District e-mail and Internet systems are intended to be used for educational purposes only. Use for informal or personal purposes is permissible within reasonable limits. All e-mail/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them. Additionally, District records, e-mail/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, employees should always ensure that the educational information contained in e-mail/Internet messages is accurate, appropriate and lawful. E-mail/Internet messages by employees may not necessarily reflect the views of the District. Abuse of the e-mail or Internet systems, through excessive personal use, or use in violation of the law or District policies, will result in disciplinary action, up to and including termination of employment.

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

Electronic Devices and Network Usage

The District supports the use of computers, the Internet, and other electronic and network devices in the instructional program to facilitate learning through interpersonal communications and access to information, research and collaboration. Staff use of District-owned or personal electronic devices designed to communicate, create or store information is permitted by the District pursuant to regulations.

Staff who choose to connect to the District network agree to the requirements of the District Provided Access to Electronic Information, Services and Networks Policy and should consider his/her personal devices subject to the same level of monitoring and access as any District-owned technology device. Student educational records may not be stored on staff personal devices under any circumstances.

The District reserves the right to monitor Internet and network use of District-owned and personal devices on all District networks. The District will provide wired and wireless network access to all District-owned and personal electronic devices within the confines of District security protocols and its available bandwidth resources.

Cross References:

3612 District Provided Access to Electronic Information, Services and Networks

Policy History:

Adopted on: August 13, 2002

Revision approved at first reading on April 26, 2016 and posted for public comment.

Approved on second reading: June 14, 2016