

Regulation

DISTRICT ISSUED EMAIL ACCOUNTS – ACCEPTABLE USE POLICY

Board members shall be provided with email access. All board members must acknowledge receipt of this acceptable use policy. School issued email shall be used for all school and board related communications. Violations of the Acceptable Use Policy (AUP) that also violate the Ethics Law may result in ethics charges and when the use of the district network or email are in violation of state and/or federal law, appropriate legal action may also be taken.

Access and Use

This Acceptable Use Policy applies to all technology resources owned, leased, operated, or maintained by the board, regardless of the physical location of the resource or the user. It also applies to all technology resources (regardless of ownership) brought onto school grounds during school hours or functions:

- A. The use of all school technology resources is a privilege, not a right. District and school administrators, and/or the school technology personnel will determine when inappropriate use has occurred and have the right to deny, revoke, or suspend specified user privileges and accounts.
- B. Board members may use only the email accounts, other accounts, files, software, and technology resources that are assigned to him/her. Board members may not attempt to login to the network as another person or use a computer that is logged on by another individual.
- C. Board members shall not reduce the efficiency of use for others or attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any technology resources' security system, either with or without malicious intent.
- D. All passwords are required to be kept private and may not be posted. They may only be shared with district technology personnel or those authorized by the superintendent.
- E. Board members are responsible for notifying the administration and the school technology staff of any violation of the Acceptable Use Procedures.
- F. The district network is property of Little Silver School District and is not private; therefore, users are advised against transmitting or storing personal and/or private information through district assigned email accounts or on the district network.
- G. Privacy, security, or confidentiality of any information emailed or otherwise sent or received via the Internet is not guaranteed.
- H. Email accounts may be deactivated in the event of unauthorized or unlawful activity, including but not limited to hacking or any violation of this AUP.
- I. Routine backups on network data including email shall be performed regularly. However, all users are responsible for storage of any critical data or communications.
- J. All board members are expected to follow all local, state, and federal laws in addition to this AUP regarding the protection of confidential information or data and are prohibited for sending confidential

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information or data by email or email attachment.

- K. Board members may not attempt to log into the network and email using any network account and/or password other than their assigned password. Board members may not allow someone else to use his/her network account and/or password to access the network, email, or the Internet.
- L. Email is stored on district equipment and is considered property of district and should not be considered a private means of communication.
- M. Email accounts are provided to board members for district operations and business and should not be used for political gain, personal business, commercial activity or non-educational subscription services.
- N. Email accounts shall be disabled when a board member is terminated, resigns, or retires.
- O. Board members shall send email only to those individuals to whom the email applies. Mass school emails may be sent only after they have been approved by the board.

Email Records

Board members shall maintain records of emails sent and received through their district issued email account according to the following rules:

- A. Email messages are “official record messages” if they are evidence of the district’s organization, function, policies, procedures, or activities or contain informational data appropriate for preservation. Examples include:
 1. Policy documents or contract related documents;
 2. Correspondence, e.g., letters, memos, emails from individuals, companies, or organizations requesting information about the district or school policies or practices and the responses to these requests;
 3. Project reports;
 4. Correspondence dealing with significant aspects of district administration or a school executive office, including messages containing information concerning policies, programs, fiscal and personnel matters, and contracts.
- B. Email messages are “non-record messages” if they do not evidence the district’s organization, function, policies, procedures, or activities; or contain informational data appropriate for preservation. These are generally informal or preliminary drafts, notes, recommendations, or memoranda that do not contain official action. Non-record email messages may be deleted. Examples include:
 1. Personal correspondence not received or created in the course of district or school business, such as, “What’s for dinner?” or “I’ll be glad to drive to the meeting.”
 2. Notices concerning meetings or workshops, dates, discussion topics, and material to prepare for or to be discussed during a meeting.
 3. Publications or promotional material from vendors and similar materials that are available to anyone.
 4. Correspondence containing recommendations or opinions that are preliminary to a decision.
 5. Informal correspondence to parents/guardians concerning school activities or an individual student’s progress or assignments provided the messages do not contain notice of final or official action.
 6. Draft material.

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Electronic messages on school owned or issued electronic devices and the district network shall be retained for the period of time specified by the Destruction of Public Records Law (retained three (3) years for external correspondence and one (1) year for internal correspondence).

Individual E-mail Accounts for District Employees

In any litigation, emails sent and received on a district issued account are subject to disclosure and will be released upon appropriate demand within the following periods:

- A. General email which is internal will be retained and/or archived for one year.
- B. General email that is external shall be retained and/or archived for three years, including three years past the date on which the email system is superseded or discontinued.
- C. Email pertaining to personnel matters shall be retained and/or archived for six years after separation from service.
- D. Email that is a student record shall be retained and/or archived for seven years past the student's date of graduation.
- E. Email pertaining to an accident shall be retained and/or archived for seven years past the date of final settlement.

Retention requirements vary depending on the type of record. For additional information on records other than email, refer to the Records Retention and Disposition Schedule, issued by the Division of Revenue and Enterprise Services - Records Management Services, in the New Jersey Department of Treasury. The retention and disposition schedule is hereby incorporated into this policy by reference.

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