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4 ELECTRONIC MAIL
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7 **A. Right of Access/Disclosure**
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9 The District reserves the right of access to and disclosure of electronic mail messages sent
10 or received by employees with the use of the District electronic mail system.
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12 **B. Personal/Private Messages**
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14 The District will attempt to honor the privacy or private messages unless it has reasonable
15 grounds to access them. If an employee sends, receives, or stores personal or private
16 messages of an incidental nature, the employee must take special steps to protect the
17 privacy of such messages through such means as designation of the message as private or
18 by storing them in a special area.
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20 **C. Snooping**
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22 Employees are prohibited from the use of the electronic mail and computer systems for the
23 purpose of satisfying idle curiosity about the affairs of others, with no substantial business
24 purpose for obtaining access to the files or communications of others. Violators are subject
25 to appropriate disciplinary measures.
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27 **D. Miscellaneous Special Uses**
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29 Employees shall not use the District electronic mail system for any of the following uses:
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- 31 1. Chain letters.
- 32 2. Copies of documents in violation of copyright laws.
- 33 3. Forwarding of electronic mail messages without a legitimate business purpose
34 under circumstances likely to lead to embarrassment of the sender or to violate
35 clearly expressed desire of the sender to restrict additional dissemination.
- 36 4. Use in violation of rules applicable to Electronic Data Interchange
37 systems.
- 38 5. Use of electronic mail for "moonlighting" or job searches.
- 39 6. Use of electronic mail to send messages, access to which is restricted by
40 government security laws or regulations.
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44 **E. Monitoring for Security Violations**
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46 The District will not monitor electronic mail messages as a routine matter. The District will
47 respond to legal process and fulfill its obligations to third parties. The District will inspect
48 the contents of electronic mail messages in the course of an investigation triggered by
49 indications of impropriety or as necessary to locate substantive information that is not more
50 readily available by some other less intrusive means. The District may review the
51 electronic mail communications of an employee to determine whether there have been any
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56 breaches of security, violations of company policy, or defalcations of duty on the part of the
57 employees.
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F. Targeted Access

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G. Disclosure

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H. Disclosure to Law Enforcement Officials

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I. Approval of Access and/or Disclosure

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Approved: April, 2004