

E-Mail Guidelines

*****This e-mail policy is linked to Board of Education (BOE) Policy 5136.5, Use of Computer Equipment, Related Systems, Software and Networks by Students and Staff, approved on 3/23/98, the accompanying Administrative Guidelines, accepted on 12/21/98, and the Acceptable Use Policy (AUP) adopted on 5/24/99.

1. E-mail use must comply with school rules, local, state, and federal laws and regulations.
2. E-mail is to be used only for those activities directly related to teaching, learning, and or management by students and staff. (BOE 5136.5)
3. The equipment, infrastructure and software are not to be used for personal gain or illicit/illegal activity by any student or staff member. (BOE 5136.5)
4. Spamming (sending unsolicited junk mail) and chain letters are prohibited.
5. Keep personal information private and off-line. (AUP 3-12)
6. Users should consider all e-mail to be in the public domain. Therefore, the Stratford BOE reserves the right to by-pass any or all passwords to determine e-mail activity. (BOE 5136.5)
7. Password sharing, account sharing, thwarting security, anonymous communication, and concealing one's identity are prohibited.
8. Users will be liable for any unauthorized costs incurred by the district. (BOE 5136.5)
9. Users should delete e-mail files as soon as possible. Files will be purged at least every 30 days to ensure efficient network functioning. (BOE 5136.5)
10. Failure to adhere to the guidelines and conditions set forth in this document may result in suspension of network access and or appropriate disciplinary or legal action, including criminal prosecution. (AUP 3-12)
11. Users should not open attachments from unknown sources. If sources are known, attachments should be saved to disk before opening. This allows for better virus detection by the anti-virus software.