

## POLICY #2361.2 Electronic Communication Policy

### Background

E-mail and attachments voice mail, video conferencing, access to the Internet, and associated file access are made available to staff members of the Vineland Board of Education (hereinafter, the "V.B.E.") for the purpose of conducting work-related business. Employees provided with these tools are expected to use them in a responsible and productive manner. Employees are also required to acknowledge that all messages and files created, stored, sent or received will remain the property of the V.B.E.. At no time and under no circumstances can personal software be introduced to the V.B.E. computer system. Against this background, the following guidelines have been established to assist employees in the use of these tools.

### E-mail ,Voice Mail, Files Data/Video/Voice Systems

- The content of e-mail, voice mail messages or any file(s) may not contain anything that would reasonably be considered offensive or disruptive to any employee. Offensive content would include, but is not limited to, sexually explicit material or racial slurs, or any comments that would offend someone on the basis of their age, sex, race, sexual orientation, sexually explicit material, religious or political beliefs, national origin, or disability.
- The V.B.E. reserves the right to access and monitor any message or file on the data/video/voice computer(s) system as deemed necessary and appropriate. Messages are public communications and are not private. All communications including text and images may be subject to disclosure to law enforcement or other third parties without prior consent of the sender or the receiver. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and review said message.
- Notwithstanding the V.B.E.'s right to retrieve and read any electronic voice or e-mail message, or any files such message or files should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve messages that are not sent to them except when granted electronic proxy rights.
- The V.B.E. reserves and will exercise the right to access, review and audit, e-mail system voice logs or messages and/or internet service at any time, with or without employee notice, and that such access may occur during or after working hours.
- No audit of e-mail, voice logs or messages or computer records can be conducted without a written request from an Assistant Superintendent, Director or Principal, Supervisor of Technology of the V.B.E., which shall be accompanied by an approval from the Superintendent.
- All e-mail and user files will be purged periodically. Network hardware/software monitoring, scanning, or "sniffing" for malicious code or intrusion is restricted to central office network management staff.

- No information of any kind, nature or description concerning any matters affecting or relating to the business of the V.B.E., including without limiting the generality of the foregoing, the names or addresses of any of its students or employees or academic records or information, compensation programs, contracts, policy terms, or any other information of, about, or concerning the business of the V.B.E., shall be released via the V.B.E. e-mail system unless such information is already officially released or prior written approval is obtained from the Superintendent.

#### The Internet

- Employees granted access to Internet are representing the V.B.E.. Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. The V.B.E. Internet connection should not be used for personal gain or advancement of individual views. Use of the Internet must not be disruptive to the workplace or interfere with productivity.

- Each employee is responsible for the content of all text, audio or images that they place or send over the Internet via the V.B.E. connection. Fraudulent, harassing or obscene messages are prohibited. No messages should be transmitted under an assumed name. Users should not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others.

- No information of any kind, nature or description concerning any matter affecting or relating to the business of the V.B.E., including, without limiting the generality of the foregoing, the names or addresses of any of its students or employees, or academic records or information, compensation programs, contracts, policy terms, or any other information of, about, or concerning the business of the V.B.E. shall be released via the V.B.E. Intranet or the Internet unless such information is already officially released or prior written approval is obtained from a senior officer of the V.B.E.

- The V.B.E. will cooperate with proper requests made under the "Freedom of Information Act" and/or regulations promulgated by the State of New Jersey Department of Education, or by any other regulatory body having jurisdiction over the operation of the V.B.E. All such requests must be approved by the Board Secretary after consultation with the Superintendent or Solicitor.

#### Violations

Violations of a guidelines listed above may result in disciplinary action up to and including termination. If necessary the V.B.E. will advise appropriate legal officials of any illegal violations.

Adopted: 12 December 2001