

**COMPUTER SECURITY, E-MAIL AND INTERNET COMMUNICATIONS**

The district has established this policy with regard to access and disclosure of electronic data composed, stored, sent, or received by employees or students using the district computer system. This policy, enforced in conjunction with reasonable/acceptable use policies for students and staff, is designed to protect students, employees, and the safety and security of the school district's computer systems including electronic mail and internet use.

The following rules will be enforced and the district reserves the right to modify them at any time:

1. The computer hardware system, software and e-mail system are owned by the district, and all messages or data composed, stored, sent, or received using the system are and remain the private property of the district. They are not the property of the employee or student.
2. The computer and e-mail system is to be used for business purposes only. Personal business is unauthorized and should not be conducted on the system.
3. The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
4. The district prohibits discriminatory, harassing, or offensive materials in any form of media. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
5. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, proprietary financial and educational information, or similar materials without prior authorization.
6. The district reserves, and intends to exercise without prior notice, the right to read, review, audit, intercept, access or disclose any and all information on employees' or students' district computer system or messages created, received or sent over the electronic mail system for any purpose, even if coded or passworded.
7. The confidentiality of any message or data should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality, or that the district will not retrieve it. All passwords must be disclosed to the computer administrator.



8. Any communications created, sent, or retrieved using e-mail may be read by individuals other than the intended recipient.
9. Notwithstanding the district's right to retrieve and monitor any e-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail that is not sent to them. Any exception to this policy must receive prior approval by the superintendent.
10. Any employee and/or student who violates this policy or uses the computer system or electronic mail system for improper purposes shall be subject to discipline up to student suspension and/or staff termination.
11. The district has the authority to terminate or limit access to any program at any time.
12. External drives cannot be used on the system unless pre-authorized by the computer coordinator.

**Legal References:**

RSA 194:3-d, *School Districts: School District Computer Networks*

Adopted 2007

Revised 2015

