



Use of E-mail

Approved: 03-028
Reviewed: 06-039

REFERENCES

Board Policy: 6-32, Policy on Acceptable Use of Telecommunications
Board Policy: 6-33, Policy on School, Student and Teacher Web Pages

RELATED FORMS/PROCEDURES/DOCUMENTS

User Application for Internet Access: Board Policy: 6-32

POLICY STATEMENT

The Bruce-Grey Catholic District School Board provides employees with access to the internet and the e-mail system as a means of enhancing communications and the performance of Board business.

POLICY REGULATIONS

In using the e-mail system, all employees are expected to maintain the Board's public image and reputation by using this system in a responsible manner and by exercising good judgement. This policy will assist employees to utilize the system appropriately.

The e-mail system and the contents of all files are the property of the Board. Misuse by an employee will result in disciplinary action and/or loss of access.

Criteria for Use

Employees are encouraged to utilize the e-mail system, including Conferences, to enhance information sharing among colleagues about Board related business. Although the system is for Board business, employees may use the system for limited personal reasons subject to the understandings in this policy.

Employees must not create, send, or store any messages or attachments that:

1. Are offensive or harassing in terms of the criteria in the Human Rights Code including comments dealing with race, gender, age, sexual orientation, religious or political beliefs, national origin, or disability.
2. Are offensive in the sense of containing any type of pornographic or obscene material.
3. Contain derogatory, inflammatory, or defamatory remarks that could create legal liability for the employee or the Board.
4. Contain abusive or profane language.
5. Involve copyright infringement or unauthorized installation of software from the internet.
6. Are related to a private business in which the employee has an interest.
7. Contain information that would be deemed to be unlawful.

8. Make negative, inflammatory, or derogatory comments about the Bruce-Grey Catholic District School Board, the Trustees, or any employee.

Personal Usage

The Board allows the use of e-mail by employees for limited personal reasons provided that such usage does not take place on Board time but is confined to before and after work. Employees should not send chain letters or mass mailings nor should they send or store messages that are inconsistent with the Criteria for Use.

Monitoring

Although the Board does not monitor e-mail messages on a routine basis, the Board reserves the right to access any e-mail messages or files to ensure compliance with this policy or for any other appropriate or necessary reason.

Security

It is strongly advised that employees not leave their computer on and unattended for lengthy periods of time.

Passwords are private and should not be divulged to others except in extraordinary circumstances. Passwords should be changed in the event the employee believes that their password might be known by others. It is strongly suggested that passwords should not be put into memory but should be typed in each time.

No system can guarantee total security and employees should recognize that there is the possibility that someone outside of the Board could access the system despite the security provisions in place to prevent this from happening. In addition, employees are reminded that once a message has been sent, they cannot control its further distribution by those receiving the message.

Receiving Inappropriate E-mails

If an employee receives an e-mail that is inappropriate or is not consistent with the expectations of the policy, they should bring this to the attention of their supervisor immediately. The supervisor is to take appropriate steps to report this to the Director of Education.

Policy on E-mail Use by Union Executive Members

The Bruce-Grey Catholic District School Board allows union executive members access to the Board's e-mail system to conduct business related to union functioning subject to the following understandings:

1. The union executive will abide by the expectations of the Bruce-Grey Catholic District School Board Policy on E-mail Use.
2. The union executive may use the system to communicate with its members for the following types of activities:
 - a) to distribute information about upcoming meetings
 - b) to send agendas for meetings
 - c) to distribute minutes of meetings
 - d) to inform affected members about agreements reached with management
3. Violation of the Board Policy or a violation of the terms of this Appendix will result in a loss of e-mail privileges.