



Section: *Operations*
Title: *Email Usage and Retention*
Adopted: *June 17, 2010*
Revised:

817 Email Usage and Retention

1.0 Purpose

When email goes out from Colonial School District the general public will tend to view that message as an official policy statement from the Colonial School District.

2.0 Scope

This policy covers appropriate use of the Colonial School District email system including any email sent from a Colonial School District email address, received by a Colonial School District email address, email backups, and the retention and deletion of email communications. This policy applies to all employees, vendors, and agents operating on behalf of Colonial School District, collectively “Employees.”

3.0 Policy

3.1 Prohibited Use.

The Colonial School District email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin, the sending of sensitive information or unauthorized disclosure. Employees who receive any emails with this type of content from any Colonial School District employee should report the matter to their supervisor immediately.

3.2 Personal Use.

Sending chain letters or joke emails from a Colonial School District email account is prohibited. Virus or other malware warnings and mass mailings from Colonial School District shall be approved by Colonial School District before sending. These restrictions also apply to the forwarding of mail received by a Colonial School District employee.

3.3 Monitoring

Colonial School District employees shall have no expectation of privacy in anything they store, send or receive on the company’s email system. Colonial School District may monitor messages without prior notice. Colonial School District is not obliged to monitor email messages.

3.4 Email Backup

Colonial School District maintains the last thirty days of electronic mail through backups. The email system is backed up nightly on disk and then transferred to tape. In addition, Colonial School District maintains the last three end-of-month tapes as well as one end-of-calendar-year and one end-of-fiscal-year. Daily, thirty day backup tapes, and end-of-month backup tapes are purged within one week of their expiration, so within thirty seven days.

3.4 Email Retention and Destruction

Colonial School District utilizes an email archiver that records all email communications originating or received by Colonial email accounts including internal to internal communications. The archiver's internal policy will retain all mail for a period of three years. All mail outside the terms of the policy is automatically destroyed.

4.0 Discovery

When the District receives notice that a legal action is either pending or imminent or a government investigation will occur, destruction of emails with any relation to that actual or potential action must be suspended immediately. Notice could occur before the filing of a Complaint, and assumes that the District is previously aware of an incident or event that is subject to a suit.

The Chief Information Officer or his designee must be made aware of events or incidents that are likely to lead to legal action. Counsel must be notified immediately upon receipt of any such notice, whether written or oral. Counsel will be responsible for evaluating the defenses available to the District, identifying the emails that may be relevant to a legal action, and responding to the suspension of the retention and destruction policies and schedule.

5.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action.

6.0 Definitions

Email	The electronic transmission of information through a mail protocol such as SMTP or IMAP. Typical email clients include Microsoft Outlook.
Forwarded email	Email resent from an internal network to an outside point.
Chain email or letter	Email sent to successive people. Typically the body of the note has direction to send out multiple copies of the note and promises good luck or money if the direction is followed.
Sensitive information	Information is considered sensitive if it can be damaging to Colonial School District or its customers' reputation or market standing.

Virus warning.	Email containing warnings about virus or malware. The overwhelming majority of these emails turn out to be a hoax and contain bogus information usually intent only on frightening or misleading users.
Unauthorized Disclosure	The intentional or unintentional revealing of restricted information to people, both inside and outside Colonial School District, who do not have a need to know that information. Examples are passwords, SSN, etc.
Archiver	A mail archiver is a device that receives and stores copies of all email generated or received by an email system. The archiver stores the copies messages external of the existing email system.

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