

## **Policy EGAEA – Electronic Mail and Internet Policy**

District employees are expected to use the District's Internet and Electronic Mail Systems responsibly and productively. Internet access and District electronic mail ("e-mail") is limited to job-related activities only and personal use is not permitted while on the District's systems.

All district e-mail systems are owned by the District and are intended for the purpose of conducting official district business.

Employees should have no expectation of privacy when using a district e-mail system. The equipment, services and technology used to access the Internet are the property of the District and the District reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections.

Correspondence of any employee in the district using the form of e-mail may be a public record under the public records law and may be subject to public inspection under C.R.S. §24-72-203.

In order to keep district electronic mail systems secure, users may not leave the terminal "signed on" when unattended and may not leave their password available in an obvious place near the terminal or share their password with anyone except system administrators.

### **Adoption of Regulations**

The Superintendent or a designee shall develop such regulations as may be needed for the implementation of this policy so long as such regulations are consistent with Board policies.

Adopted                      June 19, 1997

Last Revised                -----, 2015

#### **LEGAL REFS.:**

CRS 24-6-401 et seq. (Colorado Sunshine Act)

CRS 24-72-201 et seq. (Colorado Open Records Act)

CRS 24-72-204.5 (Adoption of electronic mail policy)

CRS 24-80-101 et seq. (State Archives and Public Records)

#### **CROSS REFS.:**

EGAEA-R1, Regulation of Social Media

EGAEA-R2, Regulation of Use of Electronic Mail and Internet