

NEW CASTLE AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: ELECTRONIC
COMMUNICATIONS

ADOPTED: August 24, 2009

REVISED: *August 17, 2015*

<p>1. Introduction</p> <p>2. Purpose</p> <p>3. Scope</p>	<p style="text-align: center;">816. ELECTRONIC <i>COMMUNICATIONS</i></p> <p>The New Castle Area School District provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the New Castle Area Schools by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right.</p> <p>With access to computers and people all over the world comes the potential availability of materials that may not be considered of educational value in the context of the school setting. The New Castle Area School District firmly believes that the value of information, interaction, and research capability available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the District.</p> <p><i>In partnership with Google Apps for Education, the District may provide all students and employees electronic communication tools such as</i> electronic mail (e-mail) <i>G chats, G hangouts, G docs, etc.</i> ALL USERS OF THE NEW CASTLE AREA SCHOOL DISTRICT E-MAIL SYSTEM MUST USE GOOD JUDGMENT IN THE COMPOSITION OF ELECTRONIC MAIL AND IN THE SELECTION OF RECIPIENTS.</p> <p>This Policy is effective at all New Castle Area School District locations and applies to all system users at any location. This Policy represents the minimum requirements that must be in place. This Policy is not intended to inhibit access to information services that District users have, nor to inhibit the transfer of information of educational value. However, use of such services to access or attempt to access information not intended for public display or use, or to circumvent or violate the responsibilities of system users or system administrators as defined in this Policy is prohibited.</p> <p>Any information sent via <i>electronic communication</i> becomes a District record that may be accessed and its contents disclosed by the New Castle Area School District.</p>
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<p>4. Guidelines for System Users</p>	<p>District employees, under appropriate circumstances, may have the need to view electronic mail messages. It is also possible that others may view <i>electronic messages</i> inadvertently, since there is no guarantee of privacy for an electronic <i>messages</i> message.</p> <p>System Users (District employees, Board Members, <i>students</i>, and other appropriate affiliates) are responsible for:</p>
<p>5. Guidelines for System Administrator</p>	<ul style="list-style-type: none"> a. Understanding, agreeing to, and complying with all security policies governing District computer and network resources with all federal, state, and local laws applicable to the use of computer facilities, electronically encoded data, and computer software. b. District employees and Board Members, <i>and students</i> of the New Castle Area School District are advised to use only the official e-mail address as issued by the District when conducting District-<i>related</i> business. c. Safeguarding passwords and/or other sensitive access control information related to their own accounts or network access. Such information must not be transmitted to, shared with, or divulged to others. Similarly, system users must recognize the sensitivity of all other passwords and computer or network access information in any form, and must not use, copy, transmit, share, or divulge such information. Any attempt to conduct such actions by a system user is a violation of this Policy. d. Taking reasonable precautions, including personal password maintenance and file protection measures, to prevent unauthorized use of their accounts, programs or data by others. e. Using <i>electronic communication (Google Apps)</i> accounts only for the purposes for which they were authorized and only for District-related activities. Use of accounts or network access to conduct a personal or commercial enterprise or to promote or advertise a personal commercial enterprise is prohibited. Transmitting or making accessible offensive, obscene, or harassing materials and transmitting or making accessible chain letters, etc, is prohibited. Unauthorized mass electronic mailings and news posts are prohibited. The intentional or negligent deletion or alteration of information or data of others, intentional or negligent misuse of system resources, intentionally or negligently introducing or spreading computer viruses, and permitting misuse of system resources by others are prohibited. f. Representing themselves truthfully in all forms of electronic communication. System users must not misrepresent themselves as others in electronic communications.

<p>6. Group E-mail</p>	<p>g. Respecting the privacy of electronic communication. System users must not obtain nor attempt to obtain any electronic communication or information not intended for them.</p> <p>Acceptable use of group e-mail to communicate District business to employees, Board Members, students, or other affiliates of the New Castle Area School District is set forth below:</p> <ul style="list-style-type: none">a. The District may, as needed, use group e-mail to communicate with all employees, Board Members, students, or other affiliates of the District (or subsets of them) on matters of District business that require immediate notification or that are of a sufficient level of importance to warrant special attention.b. District personnel may elect to use group e-mail to communicate with students or parents in regard to information of educational value and/or school assignments or programming.c. The use of any such group e-mails must be approved by the immediate supervisor or should be limited to those matters that affect the majority of the defined group. <p>All employees granted email access with the New Castle Area School District will be provided with a written copy of this policy. Upon receipt, all users must sign indicating receipt and agreement to abide by said Policy.</p>
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