

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Use of District Email
POLICY NUMBER: 2096
ADOPTED: May 13, 2019
REVIEWED: April 10, 2019
AMENDED:

2096.10 The District recognizes and has established email as an official means of communication for Staff and members of the Board.

2096.20 The District provides an email account for all staff. This will be the official address to which the District will send email communications.

2096.30 Users are required to read, and if requested, shall be expected to respond in a timely manner to all office emails sent to their District email address. In addition, the District provides email services to support activities associated with administrative functions and in support of its overall mission.

2096.40 District email services are provided for the purpose of conducting business. The use of District email services is subject to the normal requirements of legal and ethical behavior within the District, and any such use shall be subject to and in accordance with all other applicable District policies.

2096.50 District email accounts and information sent via District email services are the property of the District. As a public agency, with limited exceptions, virtually all District records, including email communications, are subject to laws governing public records. Because District email accounts are District property, the District has the right to access such accounts and may access such accounts for legitimate business purposes. The District is required to access such accounts when required by law. Individuals are prohibited from accessing the email accounts of other persons unless they are authorized to do so for District business purposes.

2096.60 Users of District email services are responsible for safeguarding the privacy and security of information sent electronically in accordance with applicable laws and policies. Copying of email from District accounts to non-District accounts is discouraged but not prohibited. Any user who moves a copy of email sent to a District email account to a non-District email account expressly assumes personal responsibility for the security and privacy of that email and any information contained therein. Moving a District email into a non- District

account may subject the non- District account to review in response to a public records request or legal process.

2096.70 District email services shall not be used for personal, non-District related purposes. It is understood, however, that incidental personal use of District email services is permissible. Any such personal use is subject to institutional policies and standards. There is no right of privacy or ownership in a personal email or any information attached or contained in an email in a District account. Use of District email for a private business venture or for partisan political purposes is prohibited.