

# Provo City School District Technology Security Policy

## Email Procedure

**Last Update Status:** *Updated January 2015*

### 1. Overview

Electronic email is used pervasively, and is often the primary communication and awareness method within an organization. Misuse of email, however, can pose many legal, privacy and security risks, thus it is important for users to understand the appropriate use of electronic communications.

### 2. Purpose

The purpose of this email procedure is to ensure the proper use of the PCSD email system and make users aware of what PCSD deems as acceptable and unacceptable use of its email system. This procedure outlines the minimum requirements for use of email within the PCSD network.

### 3. Scope

This procedure covers the appropriate use of any email sent from a PCSD email address and applies to all employees, vendors, and agents operating on behalf of PCSD.

### 4. Procedure

- All use of email must be consistent with PCSD policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices
- PCSD email account should be used primarily for PCSD business-related purposes; personal communication is permitted on a limited basis, but non-PCSD related commercial uses are prohibited
- The PCSD email system shall not to be used for the creation or distribution of any disruptive or offensive messages; including offensive comments about race, gender, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any PCSD employee should report the matter to their supervisor immediately
- Users are prohibited from automatically forwarding PCSD email to a third party email system. Individual messages which are forwarded by the user must not contain PCSD confidential or above information
- Users are prohibited from using third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct PCSD business, to create or memorialize any binding transactions, or to store or retain email on behalf of PCSD. Such communications and transactions should be conducted through proper channels using PCSD-approved documentation
- Using a reasonable amount of PCSD resources for personal emails is acceptable. Sending chain letters or inappropriate joke emails from a PCSD email account is prohibited

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- PCSD employees shall have no expectation of privacy in anything they store, send or receive on the company's email system
- PCSD may monitor messages without prior notice. PCSD is not obligated to monitor email messages