

# LeMars Community Employee Email Policy

## LEMARS COMMUNITY SCHOOL DISTRICT E-MAIL

### Purpose

The LeMars Community School District established and maintains an electronic mail system to assist in the conduct of school district business and to facilitate communication for students and staff. The electronic mail system is also a learning platform that provides students and staff with experience in the use of contemporary technology.

Email has become a vital communication tool used by staff and students to carry out academic and administrative functions. It is important to ensure the security and responsible use of email within the district.

### Regulatory Provisions

E-mail messages sent from students and staff of LeMars Community Schools e-mail system adhere to the following disclaimer and may include a hyperlink to this web page.

Any opinions expressed in the email message you have received are those of the individual and not necessarily of LeMars Community Schools. The email message, and any files attached with it, should be regarded as confidential information.

If you are not the intended recipient, or the person responsible for delivering the message content to the intended recipient, be advised that you have received this email in error and that any onward transmission is strictly prohibited and should be deleted immediately, including any backups and temporary files.

We automatically monitor all inbound/outbound emails for viruses, profanity, offensive language, racist and/or sexual comments, harassment, virus hoaxes, chain-mail, and known spam mailers.

LeMars Community Schools reserves the right to intercept, store, archive, delete, or view such emails for security/audit purposes and, where necessary, instigate appropriate proceedings against the parties involved.

LeMars Community Schools scans all inbound and outbound emails, plus any attachments, for viruses but does NOT guarantee such messages to be virus-free. The onus is on the recipient to ensure they are virus-free. LeMars Community Schools accepts no responsibility for any damage caused by receiving emails from our email system.

Please note that just as with all regular postal letters sent to the district or receipt of other documents, all emails sent to LeMars Community Schools, its employees, and its students are subject to the Iowa Open Records Law.

Hardware and software are the property of the LeMars Community School District. All messages composed, sent, or received on the electronic mail system are and remain the property of the school district. They are not the private property of any student or employee.

Employees that violate this policy or use the electronic mail system for improper or prohibited purposes shall be subject to discipline up to and including discharge.

Students that violate this policy or use the electronic mail system for improper or prohibited purposes shall be subject to discipline and revocation of electronic mail service.

**Employees click this link to sign the LeMars Community Schools Email Policy**