

Electronic Communication

Electronic mail is an electronic message that is transmitted between two or more computers or electronic terminals, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission or stored for later retrieval. Electronic mail includes all electronic messages that are transmitted through a local, regional, or global computer network.

All **charter schools** electronic mail systems are owned by the **charter school** and are intended for the purpose of conducting official **charter school** business only. **Charter school** electronic mail systems are not intended for personal use by employees of the **charter school** and employees should have no expectation of privacy when using the electronic mail systems.

Users of **charter school** e-mail systems are responsible for their appropriate use. All illegal and improper uses of the electronic mail system, including but not limited to pornography, obscenity, harassment, solicitation, gambling and violating copyright or intellectual property rights are prohibited. Use of the electronic mail system for which the **charter school** will incur an expense without expressed permission of a supervisor is prohibited.

Electronic messages are not for private or confidential matters. Because there is no guarantee of privacy or confidentiality, other avenues of communication should be used for such matters. Except for directory information, student records will not be transmitted by electronic mail. Care should be taken when forwarding an electronic mail message. If the sender of an electronic mail message does not intend for the mail to be forwarded, the sender should clearly mark the message "Do Not Forward".

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

The **charter school** retains the right to review, store and disclose all information sent over the charter school electronic mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation and to access charter school information in the employee's absence.

Except as provided herein, **charter school** employees are prohibited from accessing another employee's electronic mail without the expressed consent of the employee. All **charter school** employees shall be made aware that electronic mail messages can be retrieved even if they have been deleted and that statements made in electronic mail communications can form the basis of various legal claims against the individual author or the **charter school**.

Electronic mail sent or received by the Board, the **charter school** or the **charter school's** employees may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. All Board and **charter school** electronic mail communications shall be monitored in accordance with the attached regulation to ensure that all public electronic mail records are retained, archived and destroyed in compliance with state law.

The custodian of records for the **charter school** shall assist the public in locating any specific public electronic mail record requested and shall ensure public access to public electronic mail records without unreasonable delay or cost.

Charter school employees shall be subject to disciplinary action for violation of this policy and regulation.

The **administrator** shall ensure that all **charter school** employees have notice of this policy and regulation and that each **charter school** employee is given an acknowledgement from to sign stating they have received and read the policy and regulation. The form will be maintained in the employee's personnel file.

LEGAL REFS: CRS 24-6-401 et seq. (*Colorado Sunshine Act*)
CRS 24-72-201 et seq. (*Colorado Open Records Act*)
CRS 24-80-101 et seq. (*State Archives and Public Records*)

CROSS REF: JRA/JRC, Student Records/Release of Information on Students
JRA/JRC-E, Notification to Parents

Note: We recommend that each employee acknowledge in writing receiving and reading the policy and regulation, even though this is not specifically required by law. However, because notice is essential to defending against a claim of invasion of privacy, the charter school must take steps to ensure that each employee has actual notice of the policy and regulation and that the notice is documented in the employee's personnel file.

First Reading Date: _____

Adoption Date: _____

Lake George Charter School