

**Division:** Finance

**Policy #: FIN-501**

**Policy Name**

Email

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### **Policy Statement**

The Newfoundland and Labrador English School District (“NLESD”) maintains an electronic mail (email) system to support communications; teaching and learning; and, its business operations. All users are expected to use the system in a responsible, legal and ethical manner.

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### **Background**

The NLESD is a public body and commits considerable resources to the provision of an efficient and effective email system. The email system plays a vital role in the District’s information technology services infrastructure, and is an essential mechanism for delivering educational programs and services and for managing the administrative functions of NLESD.

The use of the email system, like the use of other NLESD resources, is subject to normal requirements of ethical and legal behaviour. The purpose of this policy is to:

- Outline access privileges;
  - Define expectations and responsibilities of users, and appropriate use of the email system;
  - Protect the district-owned email system;
  - Protect users; and,
  - Safeguard information.
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### **Scope**

This policy applies to all email systems and associated services owned by the NLESD, all email accounts (both temporary and permanent) and all district email records, regardless of the method of access and use (i.e. use of email via desktop and any wireless devices). It applies to all those who have access to a NLESD email account including employees, students, trustees, interns and third parties.

**APPROVED:** November 22, 2014

**EFFECTIVE:** December 1, 2014

**AMENDED:** \_\_\_\_\_

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## Definitions

### Email

Emails are messages, including attachments, sent and received between computers/terminals linked by communications facilities. This includes address information and message content. *Emails are considered official district records if they contain information and action related to the business of the NLESD.* This would include transactions such as those approving or authorizing, delegating, making decisions and other similar transactions. These must be retained as official records of the NLESD. *A general guideline would be to save email records that contain information/documentation similar to what would be saved to a hard copy file/cabinet.*

### Transitory Email

Transitory emails may be deleted at the discretion of the originator and receiver. Transitory email records are only required for limited time to ensure the completion of a routine action or subsequent record. It does not provide evidence of a business activity, decision or transaction, OR it is a draft or duplicate and an updated or final version of the document has been produced. Therefore, it is not the official record of a school district transaction or decision.

### Terminated Account

Terminated email accounts are deleted from the email system and their contents are not able to be accessed. Terminated email accounts cannot be reactivated.

### Personal Information

The *Access to Information and Protection of Privacy Act (ATIPPA)* defines personal information as information about an identifiable individual, including:

- Name, address or telephone number;
- Race, national or ethnic origin, colour, or religious or political beliefs or associations
- Age, sex, sexual orientation, marital status or family status
- An identifying number, symbol or other particular assigned to an individual
- Fingerprints, blood type or inheritable characteristics
- Health care status or history, including a physical or mental disability
- Educational, financial, criminal or employment status or history.
- Opinions of a person about the individual, and
- The individual's personal views or opinions, except when they are about someone else.

## Policy Directives

1. Use of the NLESD email system requires prior authorization of the Assistant Director of Education (Finance and Business Administration) or designate.
2. All users are reminded that conduct via email may reflect on the reputation of the NLESD. Users are expected to treat email in a professional manner and to practice responsible use at all times. Users must ensure that they manage their NLESD email account in accordance with this policy and associated procedures/regulations as well as other district policies including, but not limited to, the District's Acceptable Use of Technology policy, and all applicable federal and provincial laws. This includes when users participate in commonly shared collaboration areas such as conferences and workspaces.
3. The email system and other IT assets are the property of the NLESD. The NLESD reserves the right to restrict access to the email system without prior notice or consent, if there is reason to believe that violations of policy or law have occurred or when required to meet operational needs. The NLESD does not routinely inspect or monitor email or internet usage. However, users should have no expectation of privacy in anything that they create, store, send or receive on the district-owned email system.
4. The email system and messages may be monitored and/or accessed by district personnel who are authorized to do so and have an appropriate reason for access. This includes monitoring email traffic and content for viruses and SPAM and investigating suspected misuse of email. The NLESD may also be required to provide email messages for legal proceedings and in response to requests under the **Access to Information and Protection of Privacy Act**.
5. Use of the NLESD email system may be revoked at any time for inappropriate use. Any use which violates federal or provincial laws and/or district policies may result in:
  - a) Loss of access privileges;
  - b) Disciplinary measures;
  - c) Termination of employment; and/or,
  - d) Legal action, including criminal prosecution.

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