

## Personnel

**SUBJECT: ACCEPTABLE EMAIL USE -- GUIDELINES AND ETIQUETTE**

Email is an important means of communication, and proper email content and prompt replies to messages convey a professional image of the District. District employees and authorized users are responsible for all email originating from their email address and should take the same care in drafting an email that they would take to compose any other type of written communication.

To help ensure that all email messages are appropriate and professional, District employees and authorized users should utilize the following guidelines when drafting and sending email using the District's email services:

- 1) Do not send messages with any content which could be construed as indecent, obscene, offensive, threatening, discriminatory, harassing, or in violation of the District's policies on non-discrimination and anti-harassment. Pornography and sexually explicit jokes are prohibited content when utilizing the District's email services.
- 2) Abide by all District protocols for including personal, private, and sensitive information (PPSI) content in emails. If there is any uncertainty as to what the protocols are, contact a building principal or supervisor for clarification.
- 3) Use proper spelling, grammar, and punctuation. This practice will convey professionalism and also ensure that your message is properly conveyed. Misspellings, improper grammar, and incorrect punctuation can impact the overall meaning of a message.
- 4) Mark emails as urgent or important only when necessary.
- 5) Always include a signature. Signatures should include the following information: name, title, District name, and contact information. Anonymity of sender and impersonation of others is prohibited.
- 6) A disclaimer should accompany an email message to provide for its confidentiality. If a confidentiality disclaimer is not automatically added to the email by the District, District employees and authorized users should add one.
- 7) To help assure confidentiality, a "prevent copy" option may be used when the email attachment should not be forwarded or copied, if available on the email service in use by the District.
- 8) Attempts to read, delete, copy, or modify the email of District employees and authorized users are prohibited.
- 9) Forwarding of chain letters, jokes, and junk mail is prohibited.

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- 10) Do not write in all CAPITALS. A recipient may perceive any writing that is in all capitals as shouting.
- 11) Be cautious with the "Reply All" function. Only use this function if the message really needs to be seen by each person who received the original message. Also, be cautious to not use the "Reply All" function when responding to mass emails.
- 12) Take care with abbreviations and emoticons as the recipient might not be aware of the meanings of the abbreviations or emoticons. Further, they can make a message seem less professional.
- 13) Be judicious with formatting choices as the recipient might see different formatting than intended or not see the formatting at all. If using text colors, use a color that is easy to read on the background.
- 14) Use a meaningful subject line that gives the recipient an idea of the content of the message.
- 15) Proofread any emails before sending. This includes checking the recipient's name and, if applicable, that the correct documents are attached.
- 16) Be cautious of suspicious emails. Before responding to any emails, clicking on any hyperlinks, or opening any attachments, District employees and authorized users should review emails for indicators of suspicious activity.

**Email Archiving**

Email will be maintained and archived in accordance with the Retention and Disposition Schedule for New York Local Government Records (LGS-1) and as outlined in any records management policies, regulations, and/or procedures. Depending on the District's archival system, employees may have access to view their personal archive, including deleted email.

NOTE: Refer also to #3310R -- Public Access to Records  
#3420R -- Non-Discrimination and Anti-Harassment in the District  
#5670R -- Records Management  
#6180R -- Staff-Student Relations (Fraternization)  
#6410R -- Staff Acceptable Use  
#8271R -- Internet Safety/Internet Content Filtering Guidelines

02/22/2021