

## EMAIL USE POLICY

The technology department of this school district will make every possible attempt to provide a full range of Email functionality for employees to use in conducting school communications. Email is, however, for official Lowndes County School District business only. Cooperation of faculty and staff is therefore extremely important for the technology team to maintain an efficient Email system according to the guidelines within this policy.

## ACCOUNTS

Email account creations or removals must be requested via the [Email Agreement form](#) hosted on our website <https://www.lowndes.k12.ms.us/apps/pages/technology> and verified/approved by the principal/supervisor of the user who will receive the account. Up to 72 hours' notice is required to set up a new Email account and 24 hours' notice to restore or change a password.

When the technology department assigns an Email account to an individual, the account must not be used by others. The designated individual will be solely responsible for the proper use of the account, including password protection. This individual must also take all reasonable precautions, including password maintenance, to prevent use of their account by unauthorized persons. Passwords must be at least eight characters long. Passwords will be secured using multi-factor authentication (MFA) and follow three of four of the following complexity requirement categories:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Base 10 digits (0-9)
- Non-alphabetic characters (for example, !, \$, #, %)

All Email will be scanned for viruses, but the Lowndes County School District will not be responsible for any damage or loss of data to any computer system due to any type of virus. The district will also not be responsible for any lost, deleted, or undelivered Emails.

A user account will be deleted if an employee terminates his/her employment. When an employee's termination is processed, the principal/supervisor should immediately advise the technology department to disable or delete the account.

Faculty and staff will be given 100GB of disk space on the Microsoft Office 365 email system for the storage of their Email. Faculty and staff will also be limited in the size of the messages they are allowed to send. This limit will be the default 35MB afforded by Office365.

All Faculty/Staff listserv will be maintained for public use.

## **SENDING OF EMAILS**

All users must send Email in a way that accurately identifies the sender. They should also carefully direct the Email to the correct recipient. Rescinding/recalling of email is only possible if recipient has not read the message, thus this feature cannot be guaranteed.

Forging Email header information is prohibited. **(This is a computer FRAUD law.)**

User Email maintained on the Office365 Email system will be deleted automatically 30 days after the user voluntarily leaves or is terminated from employment with Lowndes County School District. An archive of user email will be kept.

## **IMPROPER USE**

The following are considered to be improper usage of school Email and are therefore prohibited:

- *Chain Letters* - A letter generated to evoke the sending of an increasing , number of Email messages.
- *Hoax* - The transmission of Email messages with the intention of . bombarding an Email server to cause that server to crash.
- *Bombardment* - Sending an Email transmission (inside or outside of the district's email system) that evokes others to transmit Email messages, which consequently bombards this district's system or any other Email system.

## **AGREEMENT**

All employees of this district who request a district Email account must sign a "Lowndes County School District Email Agreement Form" agreeing to abide by this policy before an Email account will be installed and activated.