

ELECTRONIC MAIL

Background

The Division encourages the use of Division electronic mail (email) service by students and staff for educational purposes to share information, improve communication, and exchange ideas to help realize information and communication technology learner outcomes and for operational effectiveness. Email services are provided in support of the teaching, learning and public service functions of the Division, and the administrative functions that support its mission.

Procedures

1. This Appendix applies to all or any aspects of the messaging system and all or any services owned or operated by the Division relative to and that depends on computing and telecommunication facilities to (the following list is illustrative and not exhaustive) create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print computer records for purposes of asynchronous communication or otherwise across computer network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic mail or is implicitly used for such purposes.
2. The Division encourages respect for the privacy of email users, however, it is subject to a number of limitations that users shall consider prior to making use of the email system. These limitations include but are not limited to:
 - 2.1 Email usage is to assist administration, staff, students, volunteers, agents and all others to assist them in performance of their work. Users are not to have an expectation of privacy in anything they create, store, send, or receive on the computer system.
 - 2.2 Email is not a secure method of exchanging messages and is to be used in that context.
 - 2.3 All email on the Division email system (Gmail) is owned by the Division and as such the Division reserves the right to inspect, monitor, or disclose email.
 - 2.4 The Division may use human or automated means to monitor use of its email resources, particularly if the email user is using the email system in a manner deemed inappropriate by the Division, or uses it for unlawful purposes or uses it in contravention of Board policies, Division administrative procedures or otherwise.
3. The Division's electronic mail will be made conditionally available to all staff, and to students at the discretion of the Principal, and in all cases is subject to acceptance of and compliance with the Division's PRSDnet Use Agreement (Student Form 140-1, Staff Form 140-2) and/or administrative procedures for network access.
4. All electronic mail addresses or accounts associated with or assigned by the Division are the property of the Division.

- 4.1 Users are expected to be responsible and to comply with federal and provincial legislation, Board policies and Division administrative procedures, and with normal standards of personal and professional courtesy and conduct.
 - 4.2 Access to Division email service, when provided, is a privilege that may be wholly or partially restricted without prior notice and without consent of the email user.
 - 4.3 All email users are responsible for safeguarding their passwords for access to the computer system.
 - 4.4 Users are responsible for all transactions made using their passwords.
5. The Division's electronic mail services may be used for incidental personal use in addition to its primary function, as long as that use complies with this Appendix, but shall not be used in competition with commercial services to individuals or organizations outside of the Division.
- 5.1 The service may not be used for unlawful activities, commercial purposes not under the auspices of the Division, personal financial gain, or uses that violate other Division Administrative procedures, including Administrative Procedure 350 – Student Conduct and 355 – Student Discipline.
6. Email users shall not employ a false identity or send email anonymously. Pseudonymous messages are forbidden.
- 6.1 Email services shall not be used for purposes that could reasonably be expected to cause, directly or indirectly, unwarranted or excessive strain on any computing facilities.
 - 6.2 Any unwarranted or unsolicited interference with others' use of the messaging is prohibited.
7. The Superintendent or designate may from time to time establish or revise procedures and operational requirements for the effective functioning of the Division's electronic mail system.
8. Users are reminded that email messages containing personal information are subject to FOIP and must be treated in accordance with FOIP legislation.
9. Users shall never alter the "From:" line or other attributes-of-origin information on the email.
10. Users may not initiate or forward chain email. Chain email is a message sent to a number of people asking each recipient to send copies with the same request to a specified number of others.

Adopted/Revised: JUN 2016/NOV 2019/JUL 2021

Reference: Section 11, 31, 33, 52, 53, 196, 197, 222 Education Act
Freedom of Information and Protection of Privacy Act
Canadian Charter of Rights and Freedoms
Canadian Criminal Code
Copyright Act
I.T.I.L. Standards, Alberta Education
ATA Code of Professional Conduct