

### Employee Use of Email Communication

The Board of Education expects District employees to maintain the highest level of ethical standards, behave professionally, follow District policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with colleagues, students, and other members of the school community. Employees shall engage in conduct that enhances the integrity of the District, advances the goals of the District's educational programs, and contributes to a positive school climate.

The Board of Education fully supports an email communication policy to establish guidelines for healthy communication between employees, students, and other members of the school community that is in line with GUSD Professional Standards – Code of Ethics (BP/AR 4119.21) and Employee Use of Technology (BP/AR 4040). This policy will ensure that all staff uses District data systems in a responsible, efficient, ethical, and legal manner.

#### Guidelines

1. In using the email communication platform, employees must communicate at all times in a manner that exemplifies personal integrity, dignity, and mutual respect.
2. Accurately represent adopted Board Policies, Administrative Regulations, and practices of the school district or educational institution when speaking or writing.
3. Give just and equitable treatment to all District personnel in the exercise of their professional rights and responsibilities.
4. Protect fellow employees from intentional harassment, embarrassment, or disparagement in email communications.
5. Treat all staff equitably and free from bias and/or in a defensive, retaliatory manner in email communications.
6. Present perspectives and opinions on work-related issues in ways that do not undermine the integrity and decisions of supervisors and colleagues in email communication.
7. Refrain from making false or malicious statements about a colleague(s) in email communication.
8. Use District technology safely, responsibly, and primarily for work-related purposes.

Employees should have no expectation of privacy regarding their use of District equipment, network, and/or internet access or files, including District email communication. The District

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reserves the right to monitor and record all use of District technology, including but not limited to, access to the internet or social media, communications sent or received from District technology, or other uses within the jurisdiction of the District. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Employees should be aware that, in most instances, their use of District technology (such as web searches or emails) cannot be erased or deleted.

Violations of the law, Board Policy, or the Acceptable Use Agreement may result in revocation of an employee's access to District technology and/or discipline, up to and including termination. In addition, violations of the law, Board Policy, or this agreement may be reported to law enforcement agencies as appropriate.

Policy Adopted: 01/18/2022