

7200-R Section 9, Email Security

Campbell County School District (CCSD) email systems are intended for official and authorized purposes only. Email messages are considered to be District property. Therefore, email equipment operated by or for District staff is subject to the same use restrictions as any other District furnished resource.

Electronic information about an individual within a subgroup should be protected and disclosed only when required for authorized purposes.

Email system administrators, and others with special system-level access privileges, are prohibited from reading electronic messages of others unless authorized by appropriate District management officials. However, District officials will have access to email messages whenever there is a legitimate purpose for such access, e.g., technical or administrative issues.

The District recognizes using email without the use of an encryption mechanism is an insecure means of sending and receiving messages. The District will evaluate emerging encryption solutions for email and implement them when one is found that is:

- Technically sound,
- Reasonable to implement and use by workforce members, and
- Financially reasonable.

Until a workable encryption mechanism is implemented, the District will utilize the following guidelines when sending confidential information via email:

- Emails containing confidential information are permitted only when both the sender and receiver are members of the District's workforce and the email stays within the confines of the District's local network. Email addresses must contain a District owned domain.
- When sending confidential information via email, care should be taken to send only the minimum necessary.
- Emails containing confidential information sent outside of the District's network should be done for official purposes only.

When email is not in use, users are to exit the software to prevent unauthorized access.

All District email, including FirstClass and CCSD Google Mail, belongs to the District and should not be considered private. It can be accessed for Freedom of Information requests, eDiscovery, or administrative reasons. FirstClass and Google Mail email are archived for three years.

EMAIL SERVICES FOR STAFF

The District's official email system for school business is First Class. Google Mail may be used to communicate with students; however, First Class is used to communicate with parents and staff.

EMAIL SERVICES FOR STUDENTS

Students in Grades 7 - 12 will be provided with a District email account for educational purposes. Students will be expected to maintain the account and follow all District policies. The account is property of Campbell County School District.

ADOPTION DATE: May 11, 2021

LEGAL REFERENCE(S): Children's Online Privacy Protection Act (COPPA), Children's Internet Protection Act, 47 U.S.C. §254 (CIPA); The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and International Standards Organization (ISO 27002).

CROSS REFERENCE(S): 4374, 4675, 5147, 5276, 5330, 7100, and all sections under 7100-R.

ADMINISTRATIVE REGULATION: 7200-R, Sections 1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 12, and 13