



Book	Policy Manual
Section	Tech III
Title	DISTRICT-ISSUED STAFF E-MAIL ACCOUNT - SUPPLEMENT
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Status	Draft

*Information & Technology Collection - supplement*

**POLICY 7540.05 – DISTRICT-ISSUED STAFF E-MAIL ACCOUNT**

The substantive changes in this policy include the following:

1. The first paragraph was revised to provide a clear statement of the policy's purpose and to explain that district-issued e-mail is for conducting official business, which may include communicating with colleagues, students, parents and community members.
2. We reiterate the requirement that users comply with District guidelines in order to properly save and archive e-mails that are constitute public records or student records, or that are subject to a litigation hold. Users are directed to contact the Technology Director, or another administrator who would be identified in the document, if they have questions about e-mail retention.

Last Modified by Sam Stalnaker on July 31, 2018