

# Colorado ISD Email Procedures and Guidelines

2009-2010

1. **The primary use of a person's email account is for communication with administration, staff and parents.**
2. Email accounts can be used for personal information, but it **MUST** be kept to a minimum.
3. A reminder, CISD has adopted EMAIL as the primary form of communication, email is to be checked as soon as possible in the morning when you arrive and also right before you leave for the day. This ensures proper communication.
4. Hate mail, harassment, discriminatory remarks and other antisocial remarks are prohibited.
5. **DO NOT** forward email virus alerts, chain letters, and other types of emails. Most virus alerts and chain letters are hoaxes. If you have a question about a certain email you receive, contact the Technology Department through the HELP email account.
6. There are distribution lists for the following categories, please use these lists when forwarding emails. **DO NOT SEND FORWARDS TO CISD STAFF**, unless it is important to all staff members. The distribution lists include: Funnies, Political and Spiritual. Please email **HELP** to be added to any of the lists. Please try to use these as much as possible or make a distribution list of your own to send your forwards to.
7. There are lists for each campus and for the departments, please check your global address book for these lists.
8. Each account is responsible for keeping their inboxes and junk mail clean. Please remove unwanted emails by **DELETING** them from your inbox and junk folder **AS WELL** as your Deleted folder. If you do not use the SHFT\_DEL function, what you delete only goes into your Deleted folder and remains there until it is deleted.
9. If the account's mailbox gets larger than the maximum size an **email warning** will be sent for the account to clean out the inbox and junk folders. If the warning is not heeded in **one week the account will be disabled for the time limit of two weeks**, during that time the account will be cleaned out by the technology department. Once the account is enabled a **second warning** is issued the account will be **disabled for a time deemed appropriate by the superintendent.** If a **third warning** is issued, the account will be removed and the user will no longer have rights to use CISD Email.
10. Colorado ISD reserves the right to make determinations on whether specific uses of the email accounts are consistent with the CISD acceptable use policy.
11. Colorado ISD reserves the right to log and monitor the file server space utilization.
12. **While CISD respects the privacy of a user's account, accounts are not guaranteed to be private. All accounts are subject to being reviewed by the district administrators.**

**I have read, understand and agree to abide by the Email Procedures and Guidelines for Colorado ISD Staff.**

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_