

**GLENN COUNTY OFFICE OF EDUCATION
Information Technology Department**

Acceptable Email Use Policy for Board Members

ACCEPTABLE EMAIL USE POLICY FOR BOARD MEMBERS

The Glenn County Office of Education may provide Board Members with access to GCOE Exchange Email Server, Email Account, or email system to be used for educational business communication purposes only.

Violations of this policy may result in civil liability, monetary damages, and criminal prosecution.

Policy Violations

Conduct that violates this policy includes the following:

- Abusing GCOE Email Account for personal use including online shopping, travel unrelated to educational business, participation on social networking websites that use chat rooms such as MySpace and Face Book.
- Using GCOE Email Account in any manner that results in an unauthorized monetary expense to the Glenn County Office of Education.
- Using GCOE Email Account to obtain pornographic materials and/or harmful matter, or accessing any other inappropriate material. Under no circumstance should email account contain subject matters concerning illegal activities, gambling, militant/extremist information, terrorist information, illegal drugs, satanic rituals, satanic cults, intolerance, gross depictions, violence, profanity, sexual acts, and/or nudity.
- Cannot use GCOE Email account to violate any copyright laws and/or terms of applicable software licensing agreements through inappropriate reproduction or dissemination of copyrighted text and images including file sharing of audio/video files through P2P or other file sharing means.
- Any other use of the GCOE Email Account, which violates any federal, state, local statute or any Glenn County Office of Education policy or procedure.
- Sharing of account usernames and passwords with others is prohibited. You will assume the responsibility if a policy violation occurs and possibly forfeit your privileges.

No Expectations of Privacy

Glenn County Office of Education Board Members shall have NO expectation of privacy while using the GCOE email system. Any and all files, documents and/or records that are prepared, maintained and/or stored on any Glenn County Office of Education servers may be accessible by other persons, including other Glenn County Office of Education employees, at any time, and without prior notice.

Public Records

Any and all files, documents and/or records that are prepared, maintained and/or stored on any Glenn County Office of Education computer may be classified as a public record. Public records are susceptible to disclosure, and possibly made available for inspection by the public.

Computer Files, Documents and/or Records

Any malicious attempt to harm or destroy data (including the upload, downloading or creating of computer viruses) and/or any malicious attempt to harm or destroy Glenn County Office of Education equipment, materials, and/or files, documents and/or records will not be tolerated. It will result in disciplinary action against the individual(s). It may result in civil and/or criminal prosecution.

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ACKNOWLEDGMENT OF RECEIPT

I acknowledge having received a copy of the Glenn County Office of Education's acceptable email use policy for Board Members. I have thoroughly read this policy and I agree to abide by each term and condition set forth in this policy.

I understand that I have no expectation of privacy in the use of any of the Glenn County Office of Education email system and that all files maintained on any of the Glenn County Office of Education computers/servers may be considered public record.

I understand that if I violate ANY of the terms and conditions of this policy concerning the use of the Glenn County Office of Education email system, I may be subject to civil liability and/or criminal prosecution. I also understand that if I violate any of the terms and conditions of this policy, I am subject to disciplinary action which may result in the loss of privileges.

Date: _____
_____ Board Member Signature

Board Member Contact Information

Name: _____

Address: _____

Phone/Cell phone: _____

Email: _____

Network Account Information

Username: _____

Password: _____