

PISCATAWAY TOWNSHIP SCHOOL DISTRICT

District E-mail Information and Guidelines (Supplement to Staff Technology Information-AUP)

All users of technology in Piscataway Public Schools are required to abide by the Appropriate Use of Technology Policy and Guidelines.

Expectations for the Use of Technology: Using technology appropriately in Piscataway Public Schools is a school district expectation. Inappropriate use will minimally result in a suspension of the use of the technology services. Any staff member who uses the technological resources of the district consents to having all activities regarding this use monitored by a systems operator.

District E-mail Resource: School district e-mail is a technology tool that should enhance communication with administration, colleagues, parents, students and the community. Staff members are expected to log on and read their e-mail daily and respond in an appropriate manner. E-mail will be used to disseminate information in addition to communicate with the educational community. Staff should regard e-mail as an additional communication method that follows the same etiquette, practices and timeliness of responding as other types of communication used in the educational community. As with other communication tools, e-mail should not disrupt or interrupt the instructional process in classrooms.

District Guarantees: The district does not issue a warranty for the Internet service it provides. The district is not responsible for the accuracy of the information obtained through the service. The use of information is at the user's own risk. The district is not liable for loss of data, wrong deliveries or service disruptions caused by its own negligence or the user's errors.

Inappropriate Uses: The following have been deemed inappropriate uses of technology by either the broad community of computer users or by court decisions. The list is not all-inclusive but includes the major categories of misuse of district e-mail and the district's technology resources.

- Using the network for illegal activity (e.g. copyright infringement)
- Disrupting or damaging equipment, software or the operation of the system.
- Vandalizing the account or data of another user.
- Gaining unauthorized access to another account, confidential school record or to the system operation.
- Using another person's account or name without permission.
- Accessing Internet sites during the work day that are not related to your job
- Using abusive, obscene language, sending hate mail or harassing another individual.
- Obtaining pornographic text, graphic or photographs.
- Sending or receiving material that is racist, sexist or offensive to the religious beliefs of people.
- Creating or installing a computer virus and hacking.
- Using technology for personal, financial or business gain.
- Changing the configuration of an individual computer or network.
- Downloading software.
- Logging on the Internet or sending e-mail using a fictitious name.
- E-mail broadcasting or spamming.
- Using technological resources in political campaigns in local, state, federal, or board of education contests.

Network and E-mail Etiquette: Staff members are expected to adhere to generally accepted rules of network behavior and e-mail etiquette. These include:

- Be polite. Do not use abusive language.
- Don't write when you're angry. Wait 24 hours. Calm down. Be reasonable. Have someone else edit your e-mail.
- Don't use sarcasm. You may think you're clever, but the recipient will be put off.
- DON'T USE ALL UPPERCASE! That's the e-mail equivalent of yelling. Don't overuse exclamation marks. Overuse dulls their effectiveness.
- Use clear subject lines. That will help people decide whether to read the email now or later.
- Keep it short. If your email is more than two paragraphs, maybe you should use the telephone.
- Change the subject line if you change the topic of a thread.
- Don't forward poems, jokes, virus warnings, etc. You're wasting time and bandwidth.
- Reread e-mail before you send it to catch mistakes. Spellcheck will catch misspellings. But if you use "four" instead of "for, or "your" for "you're," it won't tell you. It may not catch any missing words in a sentence that you inadvertently failed to include. Reread your text.
- If you refer to an attachment in your email, check to be sure you have attached it before you send the email.
- Electronic mail is not private. System operators have access to all mail and illegal activities may be reported to law enforcement authorities.
- All documents developed and/or sent or received via e-mail by an authorized user must be identified as belonging to that user. Anonymous documents are prohibited and, if detected, will be purged by the teacher or system operator.
- Users must never reveal personal information about themselves or others. This includes age, home addresses, and home telephone numbers. Users must report to a district representative any information they access that appears dangerous or makes the user feel uncomfortable.
- Check the "To:" field. E-mail programs want to make it easy to send e-mail. This means that when you start typing the address of a recipient to whom you have previously sent mail, the "To:" field may already be populated. Always double-check the recipient is the intended one.
- Create distribution lists for sending emails to a large group. Do not highlight and send mail to the entire Global Address List (all district email accounts).

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