

## BOARD E-MAIL PROCEDURES

### ADDENDUM TO POLICY 166

1. This District e-mail account is to be used for all school business and school business only.
2. Use clear, concise subject headings on all messages.
3. A signature line has been set to automatically appear on every outgoing message.
4. Messages may not be deleted. They should be moved into the archive folder.
5. All messages will be archived for a period of seven years.
6. School-business e-mails received on a different account must be returned to sender with a cc to the District account. The following phrase should be used. "I cannot respond to this message until it is sent to my school district account."
7. Messages may be subject to disclosure under the Wisconsin Public Records Law unless an exemption would apply.

1<sup>st</sup> Reading – March 12, 2007

2<sup>nd</sup> Reading – April 9, 2007

Approved – April 9, 2007