

Policy on use of E-mail

CAPS Education Collaborative (CAPS) employees and officials shall be given a CAPS e-mail address and shall be required to use this e-mail address for all CAPS business. If a CAPS employee uses a non-CAPS account for CAPS business, their personal email accounts and computer may be subject to search and seizure in the event of a legal action against CAPS.

The majority of e-mail files are correspondence files and will therefore come under Section F7:2 of the Mass. Public Record Law (M.G.L. Ch. 66). E-mail correspondence files consist of information and communications sent or received by individuals using electronic mail systems and include message transmission and receipt data, messages, and attachments. CAPS has the right to monitor, obtain, copy and archive any mail that is sent from or received by CAPS mail servers. Confidentiality should not be assumed, and therefore confidential and/or sensitive material should not be communicated via e-mail. For example, it is acceptable to use the e-mail system to schedule an appointment with a parent, but a discussion about a student should be done on the phone, by U.S. Postal Service mail or in person.

- Non-executive* E-mail records: shall be stored for a period of seven (7) years. E-mail messages shall be automatically archived when they are received by the CAPS mail server. **Notice to Staff: Keep in mind that any message that you send or receive is stored, and can be found, for this period of time.**
- Executives' E-mail records: shall be stored permanently, except for mail with little or no business value which may be deleted after use.

All outgoing e-mail from CAPS shall have the following disclaimer:

"This email, including any attachments, is intended for the use of the person to whom it was addressed. It may contain information that is privileged, confidential, and/or exempt from disclosure under applicable law. If you are not the intended recipient, you are hereby notified that any copying, distribution, or use of the information is strictly prohibited. Please notify us immediately by replying to this message and delete this message from your system."

Notice to Staff: Limits may be set on the amount of e-mail messages that may be stored. In these cases it is recommended that mail that the user wishes to save be moved out of the e-mail system on to a local computer as soon as possible. Although messages will be automatically archived, they will not be easily accessible.

Upon the termination of a seven-year period, the Record Custodian shall submit the necessary documentation to the Commonwealth and upon approval, direct the IT department to purge records which are no longer subject to retention. **Notice to Staff: It is recommended that you do not store any e-mail or other files beyond the retention period.**

*Executives include the CAPS Executive Director, other CAPS Administrators, and Board Members.

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