

# ARLINGTON PUBLIC SCHOOLS

## TELECOMMUNICATIONS & TECHNOLOGY DEPARTMENT

**Subject:** E-Mail Distribution List Policy

**Issue Date:** 9-23-03

**School:** District-Wide

**Revision:**

**Posted:** [www.arlington.k12.ma.us/electronicforms.htm](http://www.arlington.k12.ma.us/electronicforms.htm)

### 1.0 PURPOSE

This policy sets guidelines for using e-mail distribution lists maintained by the Arlington Public Schools and is incorporated by reference into the district's Acceptable Use Policy.

### 2.0 SCOPE

The policy applies to all users of distribution lists K-12.

### 3.0 BACKGROUND

*The Technology Mission of the Arlington Public School System is to ensure access to appropriate technology in our educational community to support and enhance student learning, staff instruction, and school communication and data management.*

The Arlington Public School District fulfills its technology mission in part by offering distribution lists and by providing this service to promote educational excellence, and by facilitating resource sharing, innovation and communication. Distribution lists enable an individual to send to multiple e-mail accounts in a single message. E-mail content sent via distribution lists must have a direct connection to the educational mission of individual schools or, the district in general, and should be in the form of announcements or requests for participation in school-related activities. Distribution list content should not be related to personnel issues or to the management of the school or district.

### 4.0 RESPONSIBILITIES

It is the responsibility of all distribution list users to read and understand this policy.

### 5.0 POLICY

#### Access to Distribution Lists

Access to distribution lists will be limited to faculty and staff of the Arlington Public Schools and to members of the community who have children officially enrolled in the district.

Postings to distribution lists will be limited to distribution list members. Additional restrictions to distribution lists may be implemented at the discretion of the Director of Technology.

Access will be disallowed upon termination of employment or the unenrollment of the student. Distribution lists privileges will also be subject to termination without prior notice upon violation of this policy.

### Unacceptable Use

The use of e-mail distribution lists is provided to facilitate education. Inappropriate use will result in cancellation of privileges. Users should not expect privacy in the use of distribution lists and should further understand that communications sent through the district's e-mail system are part of the public record. Routine maintenance and monitoring of the network may lead to discovery that a distribution list member has violated this policy, or the law. The Superintendent of Schools, Assistant Superintendent of Curriculum, Director of Technology, or designee shall have the right to access e-mail and e-mail lists without prior notice.

It is unacceptable to use the e-mail distribution list:

- (1) in furtherance of any illegal act, including violations of any state or federal criminal or civil laws or regulations;
- (2) to access, display, or share sexually explicit, obscene, or otherwise inappropriate materials, messages, or images;
- (3) to send or display threatening or harassing messages, materials, or images, including, but not limited to, message, materials, or images of a sexual nature, racial, ethnic, sexual, religious, or gender-based slurs, or messages or images that offensively address someone's age, sex, sexual orientation, religion, race, ethnicity, national origin, disability, or political beliefs;
- (4) to access, display, or disseminate material that advocates violence or discrimination towards other people (hate literature);
- (5) for any personal or commercial purpose, including but not limited to, the offering, providing, leasing, or purchasing of products or services;
- (6) to gain, or attempt to gain, unauthorized access to the district network or to any other computer system through the network or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files;
- (7) to intercept or attempt to intercept communications intended for other persons;
- (8) for any political purpose;
- (9) to libel or otherwise defame any person;
- (10) to violate any copyright laws or to infringe on any intellectual property rights;
- (11) to distribute chain letters;
- (12) to develop or use programs that harass other users or infiltrate a computer, computing system or network and/or damage or alter the software components of a computer, computing system or network;

- (13) to establish unauthorized connections which create routing patterns that are inconsistent with the effective and shared use of the district's network;
- (14) for any use that causes interference with or disruption of the district's network;
- (15) for any use that causes interference with or the disruption of the district's network's users or resources.

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## **6.0 REQUIRED APPROVALS**

This policy has been approved by: Steven Mazzola  
Director of Technology

Kathleen F. Donovan  
Superintendent of Schools

Arlington School Committee

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