

ELECTRONIC MAIL

Background

The Division encourages the use of Division electronic mail (email) service by students and staff for educational purposes to share information, improve communication, and exchange ideas to help realize information and communication technology learner outcomes and for operational effectiveness. Email services are provided in support of the teaching, learning and public service functions of the Division, and the administrative functions that support its mission.

Procedures

1. This Appendix applies to all or any aspects of the messaging system and all or any services owned or operated by the Division relative to and that depend on computing and telecommunication facilities to (the following list is illustrative and not exhaustive) create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print computer records for purposes of asynchronous communication or otherwise across computer network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic mail or is implicitly used for such purposes.
2. The Division encourages respect for the privacy of email users; however, it is subject to a number of limitations that users shall consider prior to making use of the email system. These limitations include but are not limited to:
 - 2.1 Email usage is to assist administration, staff, students, volunteers, agents and all others in performance of their work. Users are not to have an expectation of privacy in anything they create, store, send, or receive on the computer system.
 - 2.2 Email is not a secure method of exchanging messages and is to be used in that context.
 - 2.3 All email on the Division email system (Gmail) is owned by the Division and as such the Division reserves the right to inspect, monitor, or disclose email.
 - 2.4 The Division may use human or automated means to monitor use of its email resources, particularly if the email user is using the email system in a manner deemed inappropriate by the Division or uses it for unlawful purposes or uses it in contravention of Board policies, Division administrative procedures or otherwise.
3. The Division's electronic mail will be made conditionally available to all staff, and to students at the discretion of the principal, and in all cases is subject to acceptance of and compliance with the Division's Responsible Technology Use Agreement and/or administrative procedures for network access.
4. All electronic mail addresses or accounts associated with or assigned by the Division are the property of the Division.
 - 4.1 Users are expected to be responsible and to comply with federal and provincial

legislation, Board policies and Division administrative procedures, and with normal standards of personal and professional courtesy and conduct.

- 4.2 Access to Division email service, when provided, is a privilege that may be wholly or partially restricted without prior notice and without consent of the email user.
- 4.3 All email users are responsible for safeguarding their passwords for access to the computer system.
- 4.4 Users are responsible for all transactions made using their passwords.
5. The Division's electronic mail services may be used for incidental personal use in addition to its primary function, as long as that use complies with this Appendix, but shall not be used in competition with commercial services to individuals or organizations outside of the Division.
 - 5.1 The service may not be used for unlawful activities, commercial purposes not under the auspices of the Division, personal financial gain, or uses that violate other Division Administrative Procedures, including Administrative Procedure 350 – Student Conduct and 355 – Student Discipline.
6. Email users shall not employ a false identity or send email anonymously. Pseudonymous messages are forbidden.
 - 6.1 Email services shall not be used for purposes that could reasonably be expected to cause, directly or indirectly, unwarranted or excessive strain on any computing facilities.
 - 6.2 Any unwarranted or unsolicited interference with others' use of the messaging system is prohibited.
7. The Superintendent or designate may from time to time establish or revise procedures and operational requirements for the effective functioning of the Division's electronic mail system.
8. Users are reminded that email messages containing personal information are subject to the *Access to Information Act* (ATIA) and handled in accordance with the *Protection of Privacy Act* (POPA).
9. PRSD email accounts are a Division resource and remain the property of the Division at all times.
10. Users shall never alter the "From:" line or other attributes-of-origin information on the email.
11. Users may not initiate or forward chain email. Chain email is a message sent to a number of people asking each recipient to send copies with the same request to a specified number of others.
12. The Superintendent or delegate shall ensure an appropriate confidentiality and privacy notice is appended to all emails.

Adopted/Revised/Reviewed: JUN 2016/NOV 2019/JUL 2021/SEP 2025/FEB 2026

Reference: *Education Act* s. 31, 33, 36, 37, 53

Protection of Privacy Act s.10, 12, 13
Access to Information Act s. 4, 6
Copyright Act
Canadian Charter of Rights and Freedoms
Criminal Code
I.T.I.L. Standards, Alberta Education
Code of Professional Conduct for Teachers and Teacher Leaders s. 1(c), 1(f)(g)(ii)(iii), 2(b)(c)(d), 3, 4(a)
Board Policy 11 – Board Delegation of Authority
Board Policy 12 – Role of the Superintendent
Administrative Procedure 140 Responsible Technology Use
Administrative Procedure 141 Information Security
Administrative Procedure 142 Network Security
Administrative Procedure 147 Commercial Electronic Messages (Anti-Spam)
Administrative Procedure 350 Student Conduct
Administrative Procedure 355 Student Discipline
Administrative Procedure 190 Use of Copyrighted Materials
Administrative Procedure 191 Copyright and intellectual Property