

Staff E-Mail Communication Policy

Scope

The policy applies to any staff who is, or has been, assigned a Uniform E-Mail Address (UEA).

Policy Statement

E-mail is one of the official means of communication between school and its staff. As with all official school communications, it is the staff's responsibility to ensure that time-critical e-mail is accessed, read, and acted upon in a timely fashion. If a staff chooses to forward School e-mail to another e-mail mailbox, it is that staff's responsibility to ensure that the alternate account is viable.

It is a violation for any user of official RAKAA e-mail addresses to impersonate a school admin or a member of the faculty.

Procedures

RAKAA uses e-mail as an official means of notification and for announcements that affect staff-school relations, recognizing that:

- ✓ Caution should always be exercised in communicating sensitive matters by e-mail
- ✓ Privacy should not be assumed when employing that method of communication
- ✓ Great care must be taken to ensure that the e-mail is addressed only to the intended recipients
- ✓ The use of file attachments with email communications is discouraged unless the sender has verified that the attachments will be accessible to and readable by all intended recipients
- ✓ Account picture can be a photograph or graphic that represents you. Examples of representative graphics include avatars. The photo or graphic representation cannot contain elements that might be interpreted as prejudicial, violates copyright laws, or is otherwise found to be offensive to other staff or to faculty. Photographs or graphics found to violate this policy need to be removed.

Upon Employment

Each RAKAA staff will be assigned an official RAKAA School “uniform e-mail address” (UEA), normally a variation of FirstNameInitial.LastName@rakaag.com.

The mailbox will normally be terminated if a staff leave school. Official school communications will be sent to this e-mail address.

Staff are encouraged to clear their mailboxes regularly to ensure that there is enough available space for new messages. Failure to receive or read a notification in a timely manner does not release the staff from the obligation of knowing and complying with its content.

To Safeguard Your Email

- ✓ Delete all spam without opening it
- ✓ Update security software often
- ✓ Avoid clicking on Advertisements
- ✓ Retype the Web address instead of clicking on it from within the body of the email
- ✓ Don't open attachments from unknown senders
- ✓ Never give out your email address or other sensitive or personal information to unknown web sites
- ✓ Consider backing up all sensitive files. This will not only help you restore damaged or corrupted data, but it will help protect against fraud attacks

AGREEMENT FORM

By signing this form and turning it in to IT department you agree to the terms of the Staff E-mail Communication Policy.

All fields are required.

Name: _____

Signature: _____

Date: _____