

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: OPERATIONS
TITLE: ELECTRONIC MAIL USAGE AND
RETENTION POLICY
ADOPTED: 2012
REVISED: AUGUST 10, 2017**

815A – Electronic Mail Usage and Retention	
1. Purpose	<p>The use of a Luzerne Intermediate Unit (LIU) e-mail account must be used in support of the business and educational objectives of the LIU. Each user is personally responsible for securing their e-mail account and operating it in accordance with this policy.</p>
2. Mail Usage Policy	<p>The use of a Luzerne Intermediate Unit (LIU) e-mail account must be used in support of the business and educational objective of the LIU. Each user is personally responsible for securing their e-mail account and operation it in accordance with this policy.</p> <p>E-Mail should be used in the same way and with the same degree of professionalism, discretion, and standards as composing a written memorandum.</p> <p>Prohibitive actions include, but are not limited to:</p> <ul style="list-style-type: none">• The use of LIU e-mail for personal gain• Sharing your e-mail account password• Infringing on the copyright or intellectual property of third parties• The sending of chain letters or spam e-mail• The distribution of offensive messages• Any illegal activity not specifically mentioned <p>Only an LIU e-mail address should be used when communicating on behalf of the LIU. The use of non LIU e-mail accounts for any work related functions is prohibited. Users are not allowed to use third party e-mail systems (such as Yahoo, Gmail, or Hotmail) in their capacity as representatives of the LIU.</p> <p>The e-mail system may not be used to send offensive or pornographic content. Employees who transmit or store this material on LIU systems are subject to disciplinary action.</p> <p>Employees may not intentionally intercept, read, or alter another person’s e-mail. Employees may not alter an e-mail to fraudulently identify themselves or the organization.</p>

<p>3. Electronic Mail Retention Policy</p>	<p>E-mail should not be considered a secure means of communication. E-mail should not be used for the transmission of sensitive or confidential information.</p> <p>E-mail may be monitored to ensure the system functionality and accessed to perform regular system maintenance. Users not no expectation of privacy or confidentiality in the content of electronic communications, Internet access or other electronic files sent and received utilizing the Intermediate Unit's information technology tools, network facilities or stores in his/her directory. The Luzerne Intermediate Unit 18 reserves the right to monitor, inspect, copy , review and store at any time, without prior notice, any and all usage of its information technology, network facilities and Internet usage an any and all information transmitted or received in connections with such usage. All such information files and user accounts shall be and remain property of the Intermediate Unit.</p> <p>It will be considered acceptable for employees to use LIU e-mail for limited non-business related purposes in the event that it does not conflict with the aforementioned policies. Employees should send personal e-mail messages only if they are clearly identified as personal. This use cannot conflict with any existing LIU policy or directive.</p> <p>This policy applies to the archiving of all incoming, outgoing and internal e-mails for the Luzerne Intermediate Unit (LIU) in accordance with the Federal Rules of Civil Procedure.</p> <p>All e-mails arriving to LIU will first be filtered for spam. E-mails determined to be spam will not be delivered to a user's inbox or archived. Any message delivered to or sent from a mailbox on the liu18.or domain will be archived according to this policy. All e-mails sent from the LIU are to conform to the aforementioned organizational E-mail Policy.</p> <p>The LIU will begin archiving all LIU e-mail on January 31, 2010. The LIU will keep the archived data for a period of two calendar years from the date they are first archived. This will allow for messages to indexed, stored and deleted once the retention date has been reached.</p> <p>All e-mail communication is subject to search and is the property of the LIU. Deleting e-mail from your inbox does not delete the e-mail from the LIU archive. Once an e-mail has been sent and /or received in your inbox, the e-mail will become part of the archived copy. There is nothing LIU can do to remove messages from the archival copy.</p> <p>All requests for the e-mail records should be directed to the LIU Right-to-Know Officer. Requests will be responded to within 5 days of receipt. All requests must have sufficient specificity to enable LIU to determine what records are being requested. In the case of litigation, the administrative offices will notify the technology department to suspend any archival data destruction until further notice. Once completed, the administrative offices will notify the technology department by writing to resume data destruction procedures according to this policy.</p>
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