

## EMAIL ACCOUNT APPLICATION

The purpose of this document is to ensure the proper use of the New Bedford Public Schools email system and make users aware of what the New Bedford Public Schools deems as acceptable and unacceptable use of its email system. The district reserves the right to amend this document at its discretion. In case of amendments, users will be informed appropriately.

### LEGAL RISKS

Email is a communication tool and users are expected to use this tool in a responsible, professional, and lawful manner. You must have no expectation of privacy in anything that you create, store, send or receive on the districts email system. Please be advised that all email received or transmitted will be kept in an archival file and may be requested by a court order. By nature, email seems to be less formal than other written communications; however, the same open records laws apply and can be subpoenaed by the courts. General rule of thumb: if it can't be posted on the bulletin board, it doesn't belong in an email.

By following the guidelines, the email user can minimize legal risks involved in the use of email. If any user disregards the rules set out in these Email Guidelines, the user will be fully liable and the New Bedford Public Schools will disassociate itself from the user as far as legally possible.

### REQUIREMENTS

All users must be currently employed by New Bedford Public Schools. Upon leaving the district, your account will cease to exist.

In accordance with the New Bedford Public Schools Technology Acceptable Usage policy, users may not:

- Send receive, submit, or publish any defamatory, inaccurate, racist, abusive, obscene, profane, sexually harassing, threatening, bullying, offensive, or illegal material.
- Users should not use these resources for private and/or commercial purposes that include, but are not limited to, buying and selling merchandise, product advertising, political lobbying, political campaigning, gambling, or any profit-making or illegal purposes.

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**Note: Please return this section only to Technology Services - PRAB - 455 County St.**

In signing, I agree to adhere to the terms set forth in the New Bedford Public Schools Technology Usage Policy regarding email account usage and realize the penalties for misuse of this resource.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Full Name (please print): \_\_\_\_\_

School: \_\_\_\_\_ Department: \_\_\_\_\_

Phone: 508-997-4511 Ext. \_\_\_\_\_

**Incomplete forms will not be processed!**