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| <b>Policy Title</b>                                  | <b>E-Mail – Acceptable Use</b>                    |                          |                   |
| <b>Date of Issue</b>                                 | March 29, 2005                                    | <b>Related Procedure</b> | AP 2311-D         |
| <b>Revision Dates</b>                                | February 21, 2012 (rev. Rationale-Strategic Plan) | <b>Related Forms</b>     |                   |
| <b>Review Date</b>                                   | March 1, 2013                                     | <b>Originator</b>        | Board of Trustees |
| <b>References</b>                                    |   |                          |                   |
| BP 2312-D “Network Resources - Limited Personal Use” |   |                          |                   |

**Policy:**

**RATIONALE**

Bluewater District School Board Policies will support and provide direction necessary to achieve the Board’s Vision, Mission and Strategic Plan priorities.

E-mail is a critical mechanism for business communications at Bluewater District School Board. Use of Bluewater District School Board’s electronic mail systems and services is considered a privilege, not a right, and therefore must be used with respect.

**POLICY**

**Bluewater District School Board supports information technology tools that facilitate communication in support of education, research, and business functions. It is expected that these tools are used in a manner consistent with Board’s Policies, applicable laws, and with the Education Act.**

**The e-mail systems and services used at Bluewater District School Board are owned by the board, and are therefore the property of the board. The board does not absolutely guarantee the privacy of the e-mail system. E-mails may inadvertently be read by staff responsible for managing the system and or contractors during the normal course of maintaining and managing the system.**

**The Director of Education is authorized to issue such procedures as may be necessary to support this policy.**