

The Magellan Charter School
LEA 92D
Technology Policies, Procedures and Guidelines

Technology Guideline: MCS-G05E	Policy Area: Ethics	Title: Email Distribution List
Approval Date: 10/24/05	Effective Date: 11/1/05	Revision Date:

Purpose: To set guidelines for the distribution of electronic mail on The Magellan Charter School email distribution lists.

Scope: This guideline covers all Magellan email distribution list members.

GUIDELINE STATEMENT
Access to Distribution Lists

Email distribution lists have been created using email addresses provided by members of The Magellan Charter School community. These lists include all-school mailing lists and individual grade level mailing lists. Access to the distribution lists should be limited to The Magellan Charter School community members. Email addresses should not be shared outside of the Magellan community.

Acceptable Use

Magellan email lists have been created to facilitate communication of The Magellan Charter School information. All mail sent to members of the list should be related to this educational purpose and should be sent to the school administrator for approval before distribution.

Unacceptable Use

Email list members should refrain from using the distribution list for matters other than Magellan school business. The Magellan Charter School is ultimately not responsible for email content on the distribution list. Members who engage in inappropriate use will be removed from the email distribution list.

It is unacceptable to use the email distribution list:

- (1) in furtherance of any illegal act, including violations of any state or federal criminal or civil laws or regulations;
- (2) to access, display, or share sexually explicit, obscene, or otherwise inappropriate materials, messages, or images;
- (3) to send or display threatening or harassing messages, materials, or images, including, but not limited to, message, materials, or images of a sexual nature, racial, ethnic, sexual, religious, or gender-based slurs, or messages or images that

offensively address someone's age, sex, sexual orientation, religion, race, ethnicity, national origin, disability, or political beliefs;

(4) to access, display, or disseminate material that advocates violence or discrimination towards other people (hate literature);

(5) for any personal or commercial purpose, including but not limited to, the offering, providing, leasing, or purchasing of products or services;

(6) to gain, or attempt to gain, unauthorized access to the school network or to any other computer system through the network or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files;

(7) to intercept or attempt to intercept communications intended for other persons;

(8) for any political purpose;

(9) to libel or otherwise defame any person;

(10) to violate any copyright laws or to infringe on any intellectual property rights;

(11) to distribute chain letters;

(12) to develop or use programs that harass other users or infiltrate a computer, computing system or network and/or damage or alter the software components of a computer, computing system or network;

(13) to establish unauthorized connections which create routing patterns that are inconsistent with the effective and shared use of the school's network;

(14) for any use that causes interference with or disruption of the school's network;

(15) for any use that causes interference with or the disruption of the school's network's users or resources.

Approvals

These guidelines have been approved by:

Mary Griffin, School Administrator

Jim Derrickson, Chairman of the Board of Directors

The Magellan Charter School Technology Committee