



WENATCHEE SCHOOL DISTRICT EMAIL INFORMATION SHARING BEST PRACTICES

❖ Email Communications

➤ Subject Line

- Should never include staff or student full name
- Will be generic in nature (example: Information, Update, Notification)

➤ Body

- Should not have Skyward information “copied and pasted” or screenshots from our student systems.
- Should only include Stu/Employee Name or Student Number for identifying intent in the body of the message.
- Gmail has an extension to encrypt a sensitive email easily. The following types of messages should be encrypted if you have to use email. ([Link to Extension for Chrome](#))
 - Any emails including sensitive student information, (example: DOB, Discipline, Grades, etc) should be password protected.
 - Any reference to Social Security Number, bank routing information, credit card or purchasing card information should never be transmitted openly, an encryption and password should be applied.
 - Any health conditions should not be shared in emails for students or staff, we have access to the appropriate systems for this information.
 - Special Education information is very sensitive and should always be encrypted when sent in an email.

➤ Attachments

- Allowed
 - General student activities
- Not allowed
 - Student discipline or behavior issues identifying the student by privacy information (address, phone number, DOB, etc), information of this nature should be centralized by office/admin
 - Student personal privacy information (DOB, address, parent privacy information).

➤ Distribution

- Should only be for those who **need** to know
- Once sent, all control is lost. All sending parties must understand requirements for confidentiality.
- Staff have the capability to see their student’s demographic and student indicators within our protected systems (Skyward and Illuminate)