

## **Personnel**

### Computer Network System Use Policy – Resignation/Retirement

Upon the last day of employment in the district, the employee's district email will be disabled and stored emails erased. Staff who resign, retire or are dismissed in "good standing" at the end of the school year may request that email sent to their District email account be forwarded to an alternate service provider through the sixth day of enrollment of the following school year.

Staff who resign, retire or are dismissed in "good standing" at any other time in the school year may request that email sent to their District email account be forwarded to an alternate service provider for a period not to exceed thirty (30) calendar days from his/her last day of employment with the District.

Staff who resign, retire or are dismissed in anything less than "good standing" will have access to the District's Internet cease immediately.

All email must be consistent with the district's Policy 6:235 Technology System Use and Internet Safety, commonly referred to as the Acceptable Use Policy. The district does not provide any guarantees regarding the forwarding and receipt of the emails and may at anytime cease to forward email without precedent or notice.

LEGAL REF.:

CROSS REF.: Policy 6:235 Technology System Use and Internet Safety

ADOPTED: May 17, 2011