

Electronic Mail Use

E-mail is provided for the purpose of exchanging information consistent with the mission of the Tidehaven Independent School District.

TISD utilizes MS Outlook client for staff email. "Webmail" is also available for staff to access their email from computers at home with Internet access.

Email Guidelines

TISD has implemented the following guidelines to ensure the proper use of electronic mail and define the responsibilities associated with the use of our computing resources.

- The privacy of an E-mail message is not guaranteed.
- Confidential information should not be sent by E-mail.
- E-mail messages are subject to District review at any time.
- E-mail is not for official recording purposes.
- E-mail cannot be used for the sale of private or commercial offerings.
- E-mail cannot be used to solicit products or services.
- E-mail cannot be used for political or religious purposes.
- E-mail language should not be rude, angry, or inflammatory.
- E-mail chain letters are not allowed.
- Permission for global mailing must be cleared 24 hours in advance through a written request to the Director of Technology.