



Email Guidelines

Everett Public Schools

Email Guidelines

Main Points:

1. Email on district computers. The district provides email for educational purposes.
2. Public access to staff email. Documents generated by school district staff on district time are considered public information. The confidentiality of electronic mail isn't assured. Email should be considered as open as a written postcard. The public can, and has, requested and received staff emails in print and electronic format (RCW 42.17.310). The same laws that pertain to verbal public discussion of personnel and students also pertain to email: such discussions are also not allowed via email.

1. Email on district computers

The general rule is don't write anything in email you wouldn't want to see in headlines or on social media.

- Inappropriate uses of district email include:
 - 1) solicitation of funds
 - 2) chain letters
 - 3) sale or purchase of merchandise and services
 - 4) collecting signatures
 - 5) membership drives
 - 6) political campaigns or lobbying
 - 7) advertising non-school events

Q. Is it all right to send an email to large numbers of staff members?

A. Ask yourself, "How many really need this information?"

Q. Is it okay to use district email to promote levies or political candidates?

A. No. Email may not be used to support or oppose political candidates or ballot measures or lobby for legislative actions.

2. Public access to staff email:

Email is regarded as public information. That means any public member can request and receive a copy of most emails. In an email, say those things you would say to everyone or be willing to tell if you are called to testify in a legal case.

3. Answering email:

General guidelines:

- As promptly as possible.
- Emails asking for district documents or facts about district programs may fall under the state of Washington public information laws. Everett Public Schools' public records requests are handled by the district's Risk & Compliance Services department. Records can be requested by writing that office at 3900 Broadway, Everett, WA 98201, emailing publicrecords@everettsd.org or by calling 425-385-4188. The Risk & Compliance Services team will answer these, treating them, if appropriate, as public information requests.