



Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

E-mail Use Policy

Category: Information Technology	Policy Description: Appropriate use of and access to the Ka 'Umeke Kā'eo e-mail system
Approved Date: 09/16/14	Replaces Policy Dated: 05/23/06
Effective Date: 09/16/14	Created By:

PURPOSE:

This E-Mail Use Policy is enacted in order to guide employees on the appropriate use of and access to the Ka 'Umeke Kā'eo (K'UK) e-mail system.

DEFINITIONS:

POLICY:

1. If an employee would like a Ka 'Umeke Kā'eo (K'UK) address, s/he should make a request to Human Resources (HR, Mālama Limahana). An e-mail address will be issued to an employee by the Limahana 'Enehana upon approval of the Mālama Limahana.
2. Kaumeke.net e-mail address accounts are generated and deleted by the K'UK Limahana 'Enehana whose e-mail address is techhelp@kaumeke.net. Any questions or assistance with K'UK e-mail may be directed to this address.
3. No one but the employee will know his/her individual password. Employees must maintain knowledge of their own password to access the e-mail system.
4. If an employee leaves the company, they will be given 30 calendar days to transfer any e-mails out of the company e-mail account before the account is deleted.
5. The kaumeke.net should be used to conduct appropriate business communications relating to K'UK. Employees should understand that e-mail are considered official business documents and can be subpoenaed by the courts, HR, and Administration. Communications relating to political activities (i.e. sharing of nominee/candidates flyers/events, personal endorsements of nominees/candidates) and fundraising for outside organizations are prohibited, please use your personal e-mail.



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6. Employees may not use K'UK e-mail or electronic messaging systems to infringe the copyright or other intellectual property rights of third parties, to distribute defamatory, fraudulent, or harassing messages, or otherwise engage in any illegal or wrongful conduct.

7. K'UK will engage in the monitoring of electronic mail messages, the electronic records created by the use of e-mail systems, or other electronic files created by employees.

APPLICABLE PROCEDURES:

OTHER RELATED INFORMATION: