

MEMORANDUM

June 7, 2002

TO: All Locations
FROM: Merrett Stierheim, Superintendent of Schools

SUBJECT: **ESTABLISHMENT OF DISTRICT E-MAIL AND E-MAIL POLICY**

As part of the Information Renaissance Plan, effective Monday, June 17, 2002, the Office of Information (OIT) will establish a new District E-Mail System for instant delivery of official District messages. In addition, the Miami-Dade County Public Schools E-mail Policy will set standards and guidelines for the use of this system. All staff with an e-mail account, either existing or newly established, will receive an electronic copy of the e-mail policy via the District E-Mail system. In addition to receiving e-mail from administrative offices, the District E-Mail system will also allow users to send e-mail to other schools or administrative staff with attachments when appropriate. The use of the mainframe e-mail system will continue as necessary for approvals and other archived messages.

All school based accounts will be accessed via the Microsoft Exchange 2000 Outlook Web Access. This Internet based tool for e-mail will provide you private access to your personal e-mail account so that you can view your mail from any Web Browser. E-mail accounts currently in use by administrative staff (SBAB, OIT, Region Offices, Attendance Office) will not be affected by this action. It is hoped that the extended use of this system will further reduce the number of hardcopy memoranda being delivered manually. The implementation schedule for the District E-Mail System will be completed in three phases. Key initiatives for each phase and other important procedures as well as the E-Mail Security Policy are detailed below:

Miami-Dade County Public Schools E-Mail Policy

This document contains 2 parts:

1. Background information regarding E-mail As Public Record In Florida, specifically:
 - Opinions on the definition of e-mail as public record from the General Counsel of the Florida Department of State and the Florida Supreme Court, especially as they pertain to retention and deletion.
2. The policy itself. Highlights of the policy include:
 - An explanation of the limits of personal use of the MDCPS e-mail system, including prohibitions on advertising a product or service for profit, advertising or fund-raising for unsanctioned non-MDCPS organizations, and publicizing unsanctioned, non-MDCPS activities.
 - Prohibitions against e-mails with misleading "Sender" information or illegally copied material.
 - The requirement that users are responsible for storing e-mails that must be retained according to state law.

- The assertion that there can be no privacy expected in the e-mail system and that all e-mails are legally discoverable, meaning that any e-mail that can be retrieved may be used in a court case.

Phase I June 17, 2002- Each principal and assistant principal will be provided a dadeschools.net e-mail account through the use of Microsoft Exchange 2000 server technology. Those individuals with existing dadeschools.net accounts will retain the account originally established. The structure of the new school based e-mail accounts being created will be #####@dadeschools.net <<mailto:#####@dadeschools.net>> where [#####](mailto:#####@dadeschools.net) is the individual's employee number. Owners of said accounts will be allowed to change from the employee number structure to a more meaningful name after June 17th, if so desired. The programmatically created Network Login ID, e-mail account and password are shown on the attached District E-Mail Account Information Sheet (schools only). It is strongly recommended that owners change their e-mail password immediately. Instructions for doing these actions, other maintenance issues and District E-mail login will be available at <http://districtemail.dadeschools.net>.

Phase II August 26, 2002 - Each school will be provided 10 additional e-mail accounts based on names provided by the principal or their designee. Once identified, these accounts will be created based on the same structure as described in Phase I.

Phase III - All other Miami-Dade County Public School employees are provided with an e-mail account after a detailed analysis of Phase I and Phase II. After this analysis is completed, an implementation schedule will be announced along with specific instructions.

Distribution Lists

To facilitate the sending of e-mail to large numbers of schools or individuals, distribution lists similar to those currently used within the CICS e-mail system, will be established as part of Phase I. As with the CICS e-mail system, schools are restricted in their use of distribution lists that send e-mail to all locations or to all staff. The use of the distribution lists by administrative offices should be for District related information only. Individuals will be added or removed from distribution lists programmatically based on their current status or job code. In addition, where appropriate key administrative staff will be added to distribution lists to mirror their authorization within CICS. Principals can request through OIT other staff be assigned to distribution list(s) that they would normally not be programmatically assigned. The lists and descriptions for Phase I implementation are:

- All Employees - all e-mail accounts District wide; includes schools and administrative offices
- All Employees Schools - all e-mail accounts at schools and key administrative staff
- All Employees Elementary - all e-mail accounts elementary and key administrative staff
- All Employees Middle - all e-mail accounts middle and key administrative staff
- All Employees Senior - all e-mail accounts senior and key administrative staff
- All Principals - all principals and key administrative staff

- All Elementary Principals - all principals elementary and key administrative staff
- All Middle Principals - all principals middle and key administrative staff
- All Senior Principals - all principals Senior and key administrative staff
- All Region1 Principals - all principals in region 1 and key administrative staff
- All Region2 Principals - all principals in region 2 and key administrative staff
- All Region3 Principals - all principals in region 3 and key administrative staff
- All Region4 Principals - all principals in region 4 and key administrative staff
- All Region5 Principals - all principals in region 5 and key administrative staff
- All Region6 Principals - all principals in region 6 and key administrative staff

Personnel Changes and Account Maintenance

To insure that staff is reflected correctly at all times, all employee changes (status or location) will be driven by the personnel file. For example, if a principal or assistant principal changes from a school in Region 1 to a school in Region 2, his or her e-mail account will be automatically moved to the correct distribution list(s) for the school and for the Region. The network e-mail user ID and password will remain the same. In order to insure that this information is correct at all times, it is imperative that all personnel actions be handled or communicated in an expedient manner either by the location or the employee.

Sites with Existing Networks

As part of the District's school based decision making policy, each site was encouraged to develop autonomy within their site. Many schools have purchased and installed networks for use by staff and in some cases, students. The District E-Mail initiative will not interfere with the networks or the distinct e-mail accounts setup at those sites. All mail will be sent to the new e-mail accounts and, as previously mentioned, read via the Outlook Web Access. As part of Phase II, schools with existing networks can request mail forwarding to their existing e-mail system. This request will require the principal to acknowledge, via signature, that they are taking responsibility for insuring that e-mail is properly secured and maintained on their own server. This is an optional procedure; schools may continue to read all District related e-mail sent to the established District E-Mail accounts while maintaining any individuality they may have within their schools e-mail account structure.

Training

Training will be offered to principals and assistant principals at the Department of Technological Training Center with classes being scheduled to run each week throughout the summer term. In these classes, information will be provided on use of the Outlook Web Access, E-mail Policy, and general maintenance issues. The Outlook Web Access E-mail class schedule and registration can be found at <http://campus.dadeschools.net/>.

Your cooperation is needed to make the District E-Mail System a viable information tool for Miami-Dade County Public Schools. It is critical that staff checks their e-mail at least

twice daily and perform critical housekeeping task to maintain their appropriate storage amounts. Information distributed on the District E-Mail system will not be duplicated by fax or CICS e-mail. For any questions related to this process, please contact Systems User Support at 305-995-3705(0). An onsite OIT Technician will be dispatched to any location requiring assistance in implementing this new process.

MRS/dkg

M1878

Attachment (Schools Only)

cc: Dr. Ralph Lewis
Dr. Richard Hinds
Dr. George M. Koonce, Jr.
Region Superintendents
Ms. Deborah Karcher
Region Directors