



TOWN OF HANOVER
HANOVER, MASSACHUSETTS 02339

Board of Selectmen

(781) 826-2261 (781) 826-5010

**ELECTRONIC MAIL "E-MAIL"
POLICY 01-01**

PURPOSE OF POLICY: This policy is intended to establish a guideline for access and use of electronic mail "e-mail" by Town employees.

SCOPE: This policy applies to all employees of the Town of Hanover including those employees under the supervision and control of the School Committee.

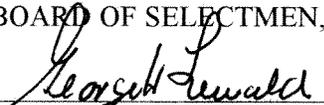
PROVISIONS OF POLICY: The e-mail system is installed by the Town for use in the conduct of Town business only. The e-mail system shall not be used to transmit messages, either within the Town or in communications transmitted outside of the Town, that include language that may be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, age, marital or familial status, physical or mental disability, or religious or political beliefs.

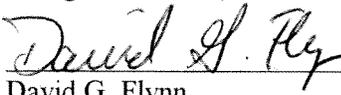
All e-mail messages maintained, stored, received or sent on or from the Town of Hanover's computer systems are public records and shall remain the property of the Town and are subject to being monitored and/or disclosed at any time by the Computer Coordinator or other Town management. Violation of this e-mail policy may result in disciplinary action. E-mail must be used and maintained in accordance with the Public Records Laws.

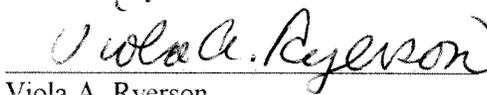
EFFECTIVE DATE:

January 17, 2001

BOARD OF SELECTMEN,


George H. Lewald, Chairman


David G. Flynn


Viola A. Ryerson

January 17, 2001
Date