

E-MAIL SIGNATURE POLICY

Butte County Office of Education has an agreed upon e-mail signature format represent BCOE in a professional manner.

E-mail signatures are to contain only the following information:

Name, Position Division/Department
Butte County Office of Education Address
Address
Voice: Fax:

There are no limits as far as font, size or color, but you are asked to reserve any artwork including backgrounds, mottos or quotes for your personal non-business related e-mail accounts.

If you have not already done so, please set up an automatic e-mail signature in the above format. It's fast and it's easy. Open Outlook:

- Open the "Tools" tab
- Open "Options" on the menu
- Open the "Mail Format" tab
- Click on the "Signatures" button
- Update your e-mail signature – click "ok"
- Window will close and return to "Options"
- Click "ok" – this will save your changes

If you need additional assistance, please check with your Administrative Assistant.

Electronic Communications Privacy Act

The Electronic Communications Privacy Act is a United States law.

The Electronic Communications Privacy Act (ECPA) sets out the provisions for access, use, disclosure, interception and privacy protections of electronic communications. The law was enacted in 1986 and covers various forms of wire and electronic communications. According to the U.S. Code, electronic communications "means any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system that affects interstate or foreign commerce." ECPA prohibits unlawful access and certain disclosures of communication contents.

Additionally, the law prevents government entities from requiring disclosure of electronic communications from a provider without proper procedure.

BCOE has an automatic "Confidentiality Notice" on all e-mail transactions. The notice looks like this:

CONFIDENTIALITY NOTICE: This communication and any documents, files or previous e-mail messages attached to it, constitute an electronic communication within the scope of the Electronic Communication Privacy Act, 18 USCA 2510. This communication may contain non-public, confidential, or legally privileged information intended for the sole use of the designated recipient(s). The unlawful interception,

use or disclosure of such information is strictly prohibited. If you are not the intended recipient, or have received this communication in error, please notify the sender immediately by reply e-mail or by telephone and delete all copies of this communication, including attachments, without reading, forwarding or saving them electronically.

The BCOE servers will automatically add this to all of your e-mail messages.