

Brewbaker Technology Magnet High School

Email Procedure 2021-2022

Email has become a vital communication tool used by students to carry out academic functions. It is important to ensure the security and responsible use of email within the school.

E-mail messages sent from students of Brewbaker Technology Magnet High School's (BTMHS) e-mail system adhere to the following disclaimer.

Any opinions expressed in the email message you have received are those of the individual and not necessarily of Brewbaker Technology Magnet High School. The email message, and any files attached with it, should be regarded as confidential information.

If you are not the intended recipient, or the person responsible for delivering the message content to the intended recipient, be advised that you have received this email in error and that any onward transmission is strictly prohibited and should be deleted immediately, including any backups and temporary files.

If you have received this email in error please notify the Technology Coordinator.

We automatically monitor all inbound/outbound emails for viruses, profanity, offensive language, racist and/or sexual comments, virus hoaxes, chain-mail, and known spam mailers.

Brewbaker Technology Magnet High School reserves the right to intercept, store, archive, delete, or view such emails for security/audit purposes and, where necessary, instigate appropriate proceedings against the parties involved.

Emails sent to and from Brewbaker Technology Magnet High School's email system will be archived in accordance with the district's archival policy.

Brewbaker Technology Magnet High School scans all inbound and outbound emails, plus any attachments, for viruses but does NOT guarantee such messages to be virus-free. The onus is on the recipient to ensure they are virus-free. Brewbaker Technology Magnet

High School accepts no responsibility for any damage caused by receiving emails from our email system.