

1. VOTE NOVEMBER 8:

As educators of the young minds that will lead our future I encourage you to go to the polls on November 8th and VOTE! This is your civic duty and a right that you have as a US citizen. There are people in other countries that wish or willing to die for this right. I hope you take advantage and go vote in November 8th elections. It is more important to exercise your right to vote than who you vote for.

2. Professional Resources and Tools for NEA Members:

File attached

3. Hot Deals and Discounts from NEA Member Benefits:

File attached

4. Rights and Responsibilities Employers Provided E-Mail is NOT Private:

Clearly, e-mail's time saving aspect is a giant advantage for teachers and school staff members who must communicate with many in a very limited number of minutes in their day. Used professionally, it is a valuable communications tool that can eliminate phone tag, quickly answer questions or clear up misunderstandings, and provide easy access to employees who previously could be hard to reach. Used carelessly, it can spell trouble.

E-mail is one of those things that many people avoid at first, but its ease and immediacy quickly wins over most of us. It is the ease and immediacy that make us feel comfortable and perhaps that is the problem. We should all take a quick lesson from those most recently in the news and keep our personal messages off our workplace e-mail.

Before you click send

- Know that employer provided e-mail is not private. Neither Congress nor state legislatures have weighed in on the employee privacy issues associated with e-mail monitoring.
- Keep in mind that e-mail is fundamentally different than phone or personal conversations. Remarks spoken with inflection can easily be misconstrued when written and quickly rewarded to a multitude. If you are using sarcasm, humor, or a "play on words" think first about how your message may be inferred. Use these techniques only with those you know very well.
- Double check e-mail addresses especially if you downloaded the address from a directory of addresses. Many names and e-mail addresses are similar, and your message can easily go to the wrong Jane or John Smith. Remember that clicking on a Reply to All features may send your response to someone who does not wish to hear from you or may be offended by your remarks.
- E-mail is almost immediate and once sent can't be retrieved. Take time to count to ten before sending an angry message.
- Use discretion with all of your messages, personal and job-related
- Just because you delete a message does not mean it has been permanently deleted from the system. Only the name and path to the message disappears. In most cases the files remains and can be fairly easily retrieved, manipulated, or forwarded to other savvy users.
- Check your e-mail daily especially if this is an expectation of your employer.

- Always assume your e-mail is being read by someone else. Those with system privileges are able to read and access your mail, so do not maintain anything private in your disk storage area.
- Never send or keep anything that you would not want to see on 60 Minutes.
- Never have a conversation on the internet that you would not want recorded. Assume the line is “tapped”
- To prevent the spread of a virus routinely and frequently virus scan your system especially when downloading and receiving files from another system.
- Never give your user id or password to another person. System administrators who may need access to your account for maintenance or to correct problems will already have full privileges to your account and won’t have to ask you for it.
- Follow the chain of command procedures for corresponding with superiors. Don’t send complaints via e-mail straight to the “top” just because you can.
- Cite all quotes, references and sources and respect copyright and license agreements.

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