

Weakley County Board of Education



Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

Use of Electronic Mail (Email)

1.805

06/15/2006

1
2 Electronic mail capability among board members and district staff exists for the purpose of
3 enhancing communication to better perform tasks associated with their positions and
4 assignments. Therefore all staff and board members who have access to the district network shall
5 adhere to the following guidelines when sending or receiving messages via system-wide
6 electronic mail (email):

- 7
- 8 1. Because all computer hardware and software belong to the Board, all data including e-
9 mail communications stored or transmitted on school system computers shall be
10 monitored. Employees/board members have no right to privacy with regard to such data.
11 Confidentiality of email communication cannot be assured. Email correspondence may
12 be a public record under the public records law and may be subject to public inspection.¹
13
 - 14 2. Messages shall pertain to legitimate board/district business; email shall not be used to
15 circumvent requirements of the Open Meetings Act.²
16
 - 17 3. Staff/board members will be asked to sign an application for terms and conditions for *Use*
18 *of the Internet*. Staff/board members shall not reveal their passwords to others in the
19 network or to anyone outside of it. If anyone has reason to believe that a password has
20 been lost or stolen or that email has been accessed by someone without authorization,
21 s/he shall contact the technology coordinator immediately.
22
 - 23 4. It is the responsibility of the sender not to violate copyright laws.
24
 - 25 5. Messages shall not be sent that contain material that may be defined by a reasonable
26 person as obscene or that are racist, sexist or promote illegal or unethical activity.
27

28 Any usage contrary to the above shall be reported immediately to the Weakley County Director
29 of Schools, board chairman, or board secretary and may result in the suspension and/or
30 revocation of system access or if deemed necessary, appropriate disciplinary action may be
31 taken.

Legal References:

¹ TCA 10-7-512

² TCA 8-44-102