

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

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

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

Legal References:

¹ TCA 10-7-512

² TCA 8-44-102