

# Decatur County Board of Education

Monitoring: <b>Review: Annually, in August</b>	Descriptor Term: <b>Use of Electronic Mail (e-mail)</b>	Descriptor Code: <b>1.805</b>	Issued Date: <b>07/13/17</b>
		Rescinds:	Issued:

- 1 Electronic mail capability among board members and district staff exists for the purpose of enhancing  
2 communication to better perform tasks associated with their positions and assignments. Therefore all  
3 staff and board members who have access to the district network shall adhere to the following  
4 guidelines when sending or receiving messages via system wide-electronic mail (e-mail):
- 5       1. Because all computer hardware and software belong to the board, all data including e-mail  
6       communications stored or transmitted on school system computers shall be monitored.  
7       Employees/board members have no right to privacy with regard to such data. Confidentiality of  
8       e-mail communication cannot be assured. E-mail correspondence may be a public record under  
9       the public records law and may be subject to public inspection.<sup>1</sup>
  - 10       2. Messages shall pertain to legitimate board/district business; e-mail shall not be used to  
11       circumvent requirements of the Open Meetings Act.<sup>2</sup>
  - 12       3. Staff/board members will be asked to sign an application for terms and conditions for *Use of*  
13       *the Internet*. Staff/board members shall not reveal their passwords to others in the network or to  
14       anyone outside of it. If anyone has reason to believe that a password has been lost or stolen or  
15       that e-mail has been accessed by someone without authorization, s/he shall contact the  
16       technology coordinator immediately.
  - 17       4. It is the responsibility of the sender not to violate copyright laws.
  - 18       5. Messages shall not be sent that contain material that may be defined by a reasonable person as  
19       obscene or that are racist, sexist, or promote illegal or unethical activity.
- 20 Any usage contrary to the above shall be reported immediately to the director of schools and may  
21 result in the suspension and/or revocation of system access or if deemed necessary, appropriate  
22 disciplinary action may be taken.

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Legal References

1. TCA 10-7-512
2. TCA 8-44-102(a); (b)(1)(E)(iii)(c)

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Cross References