

# Claiborne County Board of Education

Monitoring:  <b>Review: Annually, in September</b>	Descriptor Term:  <b>Use of Electronic Mail (e-mail)</b>	Descriptor Code:  <b>1.805</b>	Issued Date:  <b>06/09/09</b>
		Rescinds:  <b>1.805</b>	Issued:  <b>01/11/07</b>

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

1. Because all computer hardware and software belong to the Board, all data including e-mail communications stored or transmitted on school system computers can be monitored. Employees/board members have no right to privacy with regard to such data. Confidentiality of e-mail communication cannot be assured. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.<sup>1</sup>
2. Messages shall pertain to legitimate board/district business; e-mail shall not be used to circumvent requirements of the Open Meetings Act.<sup>2</sup>
3. Staff/board members will be provided the terms and conditions for *Use of the Internet*. Staff/board members shall not reveal their passwords to others in the network or to anyone outside of it. If anyone has reason to believe that a password has been lost or stolen or that e-mail has been accessed by someone without authorization, s/he shall contact the technology coordinator immediately.
4. It is the responsibility of the sender not to violate copyright laws.
5. Messages shall not be sent that contain material that may be defined by a reasonable person as obscene or that are racist, sexist or promote illegal or unethical activity.
6. The joining of non-educational e-mail lists shall be prohibited. Only Ten-Nash and other approved e-mail accounts may be used on the system or school networks.
7. No identifiable student information may be included in an e-mail.
8. No teacher shall allow his/her students to send or receive e-mail via the teacher's account. A teacher may allow a representative of the whole class or a group to complete a special project by conversing with another school entity or educational group.

Any usage contrary to the above shall be reported immediately to the director of schools and may result in the suspension and/or revocation of system access or if deemed necessary, appropriate disciplinary action may be taken.