

# Lakeland 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>02/10/14</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 staff  
3 and board members who have access to the district network shall adhere to the following guidelines when  
4 sending or receiving messages via systemwide-electronic mail (e-mail):  
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- 6 1. Because all computer hardware and software belong to the Board, all data including e-mail  
7 communications stored or transmitted on school system computers shall be monitored.  
8 Employees/board members have no right to privacy with regard to such data. Confidentiality  
9 of e-mail communication cannot be assured. E-mail correspondence may be a public record  
10 under the public records law and may be subject to public inspection.<sup>1</sup>  
11
- 12 2. Messages shall pertain to legitimate board/district business; e-mail shall not be used to circumvent  
13 requirements of the Open Meetings Act.<sup>2</sup>  
14
- 15 3. Staff/board members will be asked to sign an application for terms and conditions for *Use*  
16 *of the Internet*. Staff/board members shall not reveal their passwords to others in the network  
17 or to anyone outside of it. If anyone has reason to believe that a password has been lost or  
18 stolen or that e-mail has been accessed by someone without authorization, s/he shall contact  
19 the technology coordinator immediately.  
20
- 21 4. It is the responsibility of the sender not to violate copyright laws.  
22
- 23 5. Messages shall not be sent that contain material that may be defined by a reasonable person as  
24 obscene or that are racist, sexist or promote illegal or unethical activity.  
25

26 Any usage contrary to the above shall be reported immediately to the superintendent and may result in  
27 the suspension and/or revocation of system access or if deemed necessary, appropriate disciplinary action  
28 may be taken.  
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30 Technology, hardware, software, and bandwidth associated with Lakeland School System are the legal  
31 property of the Lakeland School System. Users (including but not limited to staff members and students)  
32 have no legal expectation of privacy, including privacy of email communications.  
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36 Legal Reference:

- 37 1. TCA 10-7-512
  - 38 2. TCA 8-44-102(a)(c)
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