

Monroe County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Use of Electronic Mail (e-mail)	Descriptor Code: 1.805	Issued Date: 12/13/12
		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.¹
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- 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.²
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- 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.
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- 21 4. It is the responsibility of the sender not to violate copyright laws.
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- 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.
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26 Any usage contrary to the above shall be reported immediately to the director of schools and may result
27 in the suspension and/or revocation of system access or if deemed necessary, appropriate disciplinary
28 action may be taken.
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37 Legal Reference:

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