

Kingsport City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Use of Electronic Mail (e-mail)	Descriptor Code: 1.805	Issued Date: 10/03/17
		Rescinds: 1.805	Issued: 05/02/13

1 Kingsport City Schools provides electronic mail (email) accounts for the purpose of enhancing
2 communication and supporting instructional goals. Because all school system computer hardware
3 and software belong to the Board, users have no reasonable expectation of privacy, including the
4 use of email communications. Kingsport City Schools archives all non-spam emails sent and/
5 or received on the system for a minimum of 90 days or in accordance with Records Management for
6 Municipal Governments. After the set time has elapsed, email communications may be discarded unless
7 notification of pending litigation or other good cause exists for retaining email records.
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9 The Superintendent or designee shall ensure that procedures/restrictions are made available to all users.
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32 _____
33 Legal Reference
34 TCA 10-7-512
35 TCA 8-44-102
36 Records Management for Municipal Governments
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32 _____
33 Cross Reference
34 Use of the Internet 4.406
35 Ethics 5.611