

Van Buren County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Use of Electronic Mail (e-mail)	Descriptor Code: 1.805	Issued Date: 12/13/01
		Rescinds: 1.613	Issued: 06/17/99

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
3 all staff and board members who have access to the district network shall adhere to the following
4 guidelines when sending or receiving messages via systemwide-electronic mail (e-mail):
5

- 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
11
- 12 2. Messages shall pertain to legitimate board/district business; e-mail shall not be used to
13 circumvent requirements of the Open Meetings Act.²
14
- 15 3. Staff/board members will be asked to sign an application for terms and conditions for Use of
16 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
18 or stolen or that e-mail has been accessed by someone without authorization, s/he shall
19 contact 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
24 as 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 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.
29
30
31
32
33

34 _____
35 Legal Reference:

- 36 1. TCA 10-7-512
 - 37 2. TCA 8-44-102
- 38
39
40
41