

Oneida Special Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Use of Electronic Mail (e-mail)	Descriptor Code: 1.805	Issued Date: 02/06/03
		Rescinds: BCBK	Issued: 12/03/98

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

25 Any usage contrary to the above shall be reported immediately to the **Director of Schools** and may
26 result in the suspension and/or revocation of system access or if deemed necessary, appropriate
27 disciplinary action may be taken.

Legal Reference:

1. TCA 10-7-512
2. TCA 8-44-102