

Wilson County Board of Education

Policy Description: Use of Electronic Mail (e-mail)	Policy Number: 1.805	Amended Date: 06/04/07
	Rescinds:	Reviewed: 06/10 Issued: 06/03/04

1 Electronic mail capability among board members and district staff exists for the purpose of enhancing
2 communication to perform more effectively and efficiently tasks associated with their positions and assignments.
3 Therefore, 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 system wide 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 2. Employee/board members have no right to privacy with regard to such data. Confidentiality of e-mail
9 communication cannot be assured. E-mail correspondence may be a public record under the public
10 records law and may be subject to public inspection.¹
- 11 3. Messages shall pertain to legitimate board/district business; e-mail shall not be used to circumvent
12 requirements of the Open Meetings Act.²
- 13 4. Staff/board members will be asked to sign an application for terms and conditions for *Use of the*
14 *Internet*. Staff/board members shall not reveal their passwords to others in the network or to anyone
15 outside of it. If anyone has reason to believe that a password has been lost or stolen or that e-mail has
16 been accessed by someone without authorization, he/she shall contact the director of technology
17 immediately.
- 18 5. It is the responsibility of the sender not to violate copyright laws.
- 19 6. Messages shall not be sent that contain material which may be defined by a reasonable person as
20 obscene or that are racist, sexist, or promote illegal or unethical activity.
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22 Any usage contrary to the above shall be reported immediately to the Director of Schools or his/her designee and
23 may result in the suspension and/or revocation of system access; or, if deemed necessary, appropriate
24 disciplinary action may be taken.
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¹ TCA 10-7-512

² TCA 8-44-102