

Hamilton County Board of Education

Monitoring: Review: Annually in September	Descriptor Term: Use of Electronic Mail (e-mail)	Descriptor Code: 1.805	Issued Date: 12/16/04
		Rescinded:	Revised: 10/20/22

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2 Electronic mail capability among board members and district staff exists for the purpose of enhancing
3 communication to better perform tasks associated with their positions and assignments. Therefore all
4 staff and board members who have access to the district network shall adhere to the following
5 guidelines when sending or receiving messages via system wide-electronic mail (e-mail):
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- 7 1. Because all computer hardware and software belong to the Board, all data including e-mail
8 communications stored or transmitted on school system computers shall be monitored.
9 Employees/board members have no right to privacy with regard to such data.
10 Confidentiality of e-mail communication cannot be assured. E-mail correspondence may be
11 a public record under the public records law and may be subject to public inspection.¹
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- 13 2. E-mail shall not be used to circumvent requirements of the Open Meetings Act.²
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- 15 3. The content of email messages shall pertain only to legitimate board/district business.
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- 17 4. District e-mail shall never be used to send or receive personal information or any other
18 information unrelated to board/district business.
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- 20 5. Staff/board members will be asked to sign an application for terms and conditions for *Use*
21 *of the Internet*. Staff/board members shall not reveal their passwords to others in the net-
22 work or to anyone outside of it. If anyone has reason to believe that a password has been
23 lost or stolen or that e-mail has been accessed by someone without authorization, he or she
24 shall submit a help desk ticket immediately.
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- 26 6. It is the responsibility of the sender not to violate copyright laws.
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- 28 7. Messages shall not be sent that contain material that may be defined by a reasonable
29 person as obscene or that are racist, sexist or promote illegal or unethical activity.
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31 Any usage contrary to the above shall be reported immediately to the Director of Information Technology
32 and may result in the suspension and/or revocation of system access or if deemed necessary, appropriate
33 disciplinary action may be taken.
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38 Legal References:
39 1. TCA 10-7-512
40 2. TCA 8-44-102

Cross References: