

MANCHESTER CITY SCHOOLS

Policy Manual

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Electronic mail capability among board members and district staff exists for the purpose of enhancing communication to better perform tasks associated with their positions and assignments. Therefore all staff and board members who have access to the district or school networks shall adhere to the following guidelines when sending or receiving messages via system wide-electronic mail (e-mail):

1. Because all computer hardware and software belong to the Board, all data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/board members have no right to privacy with regard to such data. Confidentiality of e-mail communications cannot be assured. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.¹
2. Messages shall pertain to legitimate board/district business. Use of district e-mail for personal use should be kept to a minimum. Personal e-mail sent or received on district computers is subject to being monitored at any time. E-mail shall not be used to circumvent requirements of the Open Meeting Act.²
3. All Staff/board members are bound by the terms and conditions of the district technology and Internet use policy ([See policy 4.406, Faculty and Staff Use of the Internet, and Employee Technology User Agreement](#)). Staff/board members shall not reveal their passwords to others in the network or to anyone outside of it. If anyone has reason to believe that a password has been lost or stolen or that e-mail has been accessed by someone without authorization, s/he shall contact the Director of Student Management/Technology immediately.
4. It is the responsibility of the sender not to violate copyright laws.
5. Messages shall not be sent that contain material that may be defined by a reasonable person as obscene or that are racist, sexist or promote illegal or unethical activity.

Any usage contrary to the above shall be reported immediately to the Director of Student Management/Technology and may result in the suspension and/or revocation of system access or if deemed necessary, appropriate disciplinary action may be taken.

Legal References:

1. [TCA 10-7-512](#)
2. [TCA 8-44-102](#)

Cross References