

	MURFREESBORO CITY SCHOOL BOARD POLICY		
	Descriptor Term: MAIL, E-MAIL AND DELIVERY SERVICES	Descriptor Number: SS 10	Date Adopted: 4/79
		Revision Adopted: 3/01	

A mail and delivery service system shall be maintained within the system in order that in-system communications and communications from outside sources may be delivered to the intended recipient in the most practicable way. (Referred to as “The Pony Express.”)

The use of system mail facilities and personnel for the distribution of materials and communications shall be restricted mainly to those materials and communications that further the educational purposes of the system. The Director of Schools may authorize certain exceptions that do not defeat the intent of this policy.

Any and all data stored or transmitted on the school system's computers, including electronic mail ("e-mail"), belongs to the Board and may be a public record under the public records law and may be subject to public inspection. Use of a password or the term "private" will not change the legal status of e-mail. E-mail is not the most appropriate method for transmitting sensitive, confidential or legally privileged information. E-mail is always subject to being monitored, retrieved and duplicated.

Political materials shall not be distributed through system mail.

Legal Reference:

T.C.A. 10-7-512