

Administrative Directive Title: E-mail Accounts and Individual Users' Data	AD Number: 1.805.1	Adopted: January 1999 Former Descriptor: SS7
Policy References: Board Policy 1.805 – Use of Electronic Mail		Revised: 2/14; 7/14; 9/18; 3/24

1 **E-mail Standards**

2 Murfreesboro City Schools (MCS) provides all full-time employees with a dedicated e-mail
 3 address (ending in “cityschools.net”) to conduct business on behalf of the school district. Full-time
 4 employees include interim teachers, and service provider interns. Exceptions to grant employees
 5 e-mail access may be made on a case-by-case basis with their supervisor’s referral and approval
 6 from the Director of Technology. This e-mail account should only be used for educational
 7 purposes, which include actions directly promoting the educational, instructional, administrative,
 8 business, and/or support services of the school district and are related to any instruction, project,
 9 job, work assignment, task, or function for which the employee is responsible.

10 Employees may not use MCS e-mail to send any communication that is disruptive, obscene,
 11 pornographic, profane, vulgar, threatening, or otherwise prohibited by law. Employees should
 12 refrain from including political, religious, or commercial statements in their MCS e-mail unless its
 13 primary purpose is to support the work of the school district. Employees may not use MCS e-mail
 14 to promote commercial or for-profit entities or solicit business or compensation of any kind.

15 Employees may not use a personal e-mail address when communicating on behalf of MCS. If
 16 employees receive a message in their personal e-mail account that is related to MCS business, that
 17 e-mail should be forwarded to their MCS e-mail address and deleted from their personal e-mail.

18 Any e-mails, text messages, or other written communications made or received in connection with
 19 the transaction of business involving MCS may be considered a public record pursuant to Board
 20 Policy 1.407 and TCA 10-7-503, or education record pursuant to Board Policy 6.600 and the
 21 Family Education Rights and Privacy Act (FERPA), regardless of whether it was sent from a
 22 personal or MCS account.

23 MCS reserves the right to monitor, inspect, copy, review, and store, without prior notice,
 24 information about the content and usage of e-mail accounts and any and all information transmitted
 25 or received in connection with e-mail use. No employee has an expectation of privacy when using
 26 district e-mail. MCS reserves the right to disclose any e-mail use to local law enforcement,
 27 Department of Children’s Services, or other third party as appropriate or required by law.

28 All users of the district’s electronic resources are required to comply with Board policies and
 29 administrative directives. Violation of any of the conditions of use may be cause for disciplinary
 30 action.

31 **E-mail Signatures**

32 In order to maintain consistency and professionalism, and decrease the data associated with
33 individual e-mails, the following guidelines apply to e-mail signatures used on MCS e-mail
34 accounts. All e-mail signatures are limited to the following information:

- 35 Employee Name, Job Title
- 36 School or Office Address
- 37 School or Office Phone Number
- 38 E-mail
- 39 District or school websites and/or social media accounts

40 MCS employees may use special stationery (electronic business card, V-Card, JPG, GIF, etc.)
41 however the special stationery must be limited to the above information and district- or school-
42 related logos. Quotations, sayings, religious, commercial or political statements should not be
43 included as part of or following an employee's e-mail signature.

44 Employees may add a confidentiality or legal disclaimer to their signature if frequently using e-
45 mail to communicate sensitive, legal, or otherwise confidential information.

46 **E-mail Security**

47 Employees are required to keep their MCS e-mail login credentials secure. Employees may not
48 allow other individuals use their MCS e-mail address, account, or password. Employees may be
49 held accountable for any action taken by or with their account.

50 MCS employees should report suspected phishing, as well as other suspicious or inappropriate use
51 of data, computer system abuse, or possible breaches of security. Each employee will be required
52 to complete an annual e-mail safety course. The Technology Department will conduct regular
53 security audits with simulated cyberattacks. In an effort to address vulnerabilities, employees who
54 reply to or otherwise engage in simulated phishing tests or other probes will be required to
55 participate in additional security awareness trainings. Failure to successfully complete these
56 required trainings, will be considered insubordination and the employee may be subject to
57 discipline. Repeated failures will result in a referral to the Assistant Superintendent of Operations.

58 Multi-factor authentication is a method of system access control in which a user is granted access
59 only after successfully providing at least two pieces of authentication. MCS uses DUO as its multi-
60 factor authentication application. MFA is required to be used by all employees who have a district-
61 provided e-mail address.

62 Access to e-mail or e-mail platforms will be terminated upon separation of the employee from
63 MCS. Access to e-mail or e-mail platforms will be suspended for employees on disciplinary
64 suspension pending the outcome of an investigation; the employee's access to their e-mail account
65 will be re-instated following the suspension.

66 **E-mail Retention**

67 E-mail sent or received using MCS Microsoft Outlook Mail accounts will be retained for a period
68 of three (3) years. Any e-mail messages over three (3) years old will be automatically deleted. Any
69 e-mail that is deleted will remain in the "Deleted Items" folder for ninety (90) days and will then

70 be unrecoverable. For supervisory staff, deleted e-mails will remain in the “Deleted Items” folder
71 for one (1) year.

72 An e-mail message, including attachments, which requires retention beyond the scheduled deletion
73 date may be retained in Outlook Archive, which is not subject to automatic deletion rules.
74 Employees are responsible for identifying and saving documents that must be retained to comply
75 with federal, state, or local laws, and/or Board policies, or other legal obligations or pursuant to
76 [record retention requirements](#) of State or federal law or regulations. E-mail records appraised as
77 “permanent” will be converted to paper, microfilm, or another acceptable medium that meets State
78 standards for permanent retention. E-mail created or received by employees who resign, transfer,
79 or are terminated will be subject to disposition on a case-by-case basis as determined by the
80 Director of Human Resources. Employees who are transferred within the district as an
81 administrative action may be assigned a new e-mail address.

82 The City Attorney’s office may also instruct employees not to delete electronically stored
83 information, or discard paper documents that must be preserved because they are relevant to
84 potential or ongoing litigation.