

Muscogee County School District Email Guidelines

Ethical and Legal Guidelines

All MCSD electronic communications are public record, are property of the Muscogee County School District, and are archived.

1. Abide by local, state, and federal laws, policies, and guidelines.
2. Do not transfer messages, attachments, or software containing material that may be objectionable.
3. Pyramid schemes are illegal. Do not participate in them. A pyramid scheme is any process whereby you are asked to send money to names on a list and then you put your name on that list and mail it to several people, hoping those people will send you money.
4. Do not participate in email chain letters. A chain letter is any letter which asks to be forwarded to other people, even if it is for a good cause. It causes unnecessary network traffic, wasted disk space, and slows email delivery for everyone.
5. Do not use your MCSD email account for commercial purposes, financial gain, campaigning, or any other non-professional reason.
6. Do not send large attachments. They slow the network down, waste disk space, and can cause other network problems.
7. Do not send messages to large distribution lists without careful planning and only when absolutely necessary. Divide your lists into small groups so as not to overload the outgoing email server.
8. Do not send email under names other than your own.
9. Do not knowingly send any attachment or messages containing viruses.
10. Please remember at all times that you are communicating with another person at the other end of the email, not a machine. Use civil language and re-read your message before you send to check for possible misunderstandings.
11. If you receive improper email messages, forward them to abuse@mcsdga.net