

### **Board of Directors Use of Electronic Mail**

Use of electronic mail (e-mail) by board members should conform to the same standards of judgment, propriety and ethics as other forms of school board-related communication. Board members shall comply with the following guidelines when using e-mail in the conduct of board responsibilities:

- A. The Board shall not use e-mail as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings.
- B. Board members should be aware that e-mail and e-mail attachments received or prepared for use in board business or containing information relating to board business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.
- C. Board members should avoid reference to confidential information about employees, students or other matters in e-mail communications because of the risk of improper disclosure. Board members should comply with the same standards as school employees with regard to confidential information.

Legal Reference:     1 MRSA Section 401 et seq.  
                          20-A MRSA Section 6001-6002  
                          20 USC Section 1232g

Cross Reference:     GBJ – Personnel Records and Files  
                          JRA – Student Educational Records

Adopted:            October 28, 2003  
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