

SCHOOL BOARD USE OF ELECTRONIC MAIL

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

- A. The School Board will not use e-mail as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings, or in any way to defeat the purpose of the Freedom of Access Act..
- B. Board members will be aware that e-mail and e-mail attachments received or prepared for use in Board business or containing information related to Board business are likely to be regarded as public records which may be inspected and copied by any person upon request, unless otherwise made confidential by law.
- C. Board members will avoid reference to confidential information about employees, students or other matters in e-mail communications because of the risk of improper disclosure. Board members will comply with the same standards as school employees with regard to confidential information.
- D. Board members will use their school e-mail accounts for all Board-related business.
- E. Board members will sign an Employee Computer/Internet Use Acknowledge Form indicating that they have read Policies GCSA and GCSA-R.

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

Cross Reference: GBJ - Personnel Records and Files  
GCSA - Employee Computer and Internet Use  
GCSA-R - Employee Computer and Internet Use Regulations  
JRA - Student Educational Records

Adopted: November 18, 2010

Revised: April 22, 2013