

INDEPENDENT SCHOOL DISTRICT 283

SECTION/FILE 209.1 DATE OF ADOPTION 1/23/06 ; 8.11.08; 9/22/14

TITLE Use of E-Mail by School Board Members

**I. GENERAL STATEMENT OF POLICY**

Use of electronic mail (email) by school board members is not a substitute for deliberations at board meetings or for other communications or business properly confined to board meetings.

- A. The school board shall not use email 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 email and email 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 email communications because of the risk of improper disclosure, Board members should comply with the same standards as school employees with regard to confidential information.
- D. Emails sent between more than two Board members or to more than two Board members by the school district administration or staff should be for informational or scheduling purposes only and should not contain substantial discussions of matters relating to topics of board business.
- E. To reduce the likelihood of the unintended creation of chain emails or conducting serial meetings by email, Board members should not engage in substantive discussions of board business via email involving more than two Board members and board members should refrain from forwarding such emails to others.
- F. Board members should not engage by email in substantive discussions relating to topics of board business with stakeholders who send emails to Board members individually or collectively.
- G. If stakeholders send single or collective emails to Board member(s) expressing opinions or comments on substantive topics of board business, Board members will not respond by email to the substantive topics of board business. Board members may acknowledge receipt of the email or indicate that the issue will be brought to the board or school administration.
- H. A copy of information pertaining to school business that is emailed to more than two Board members in preparation for a meeting will be made available to the public at the next board meeting unless it contains private or confidential data.