Lewistown School District

THE BOARD OF TRUSTEES 1405

Board Use of Electronic Mail

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

1. The 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.

2. Board members will be aware that e-mail and e-mail attachments received or prepared for use in Board business or containing information relating to Board business may be regarded as public records, which may be inspected by any person upon request, unless otherwise made confidential by law.

3. 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 District employees with regard to confidential information.

Cross Reference: 1400 Board Meetings
1401 Records Available to Public

Legal Reference: 2-3-103, MCA Public participation – governor to insure guidelines adopted
2-3-201, MCA Legislative intent – liberal construction
2-3-203, MCA Meetings of public agencies and certain associations of public agencies to be open to public – exceptions
20-3-322, MCA Meeting and quorum

Policy History:
Adopted on: February 27, 2006
Revised on: