

Bylaws of the Board

Meetings

Electronic Media Communications

The Board of Education believes that Board members electronically connected to other Board members is an efficient and convenient way to communicate. The main goal of electronic media is to expedite the passage of information. Electronic media gives Board members quick access to one another. Communication among Board members via electronic media should conform to the same standards as other forms of communication. (i.e., committee meetings, etc.) as directed by the Freedom of Information Act. When used properly, electronic media is an effective communications tool and can provide a formal record.

All Board members are encouraged to access electronic media. It will be the responsibility of individual Board members who use electronic media to provide hardware, hook-up and pay all consumable expenses associated with its usage.

Guidelines for Board Electronic Media Usage

The Freedom of Information Act mandates that all meetings of public bodies such as school boards be open to the public. It is the policy of the Board of Education that electronic media shall not be used in such a manner as to deprive the public of the rights given to it under the Freedom of Information Act. For this purpose, this bylaw sets forth guidelines for the uses intended to be made of Electronic media by Board members when communicating with other Board members.

1. Electronic media, like other written forms of communication relating to the conduct of the public business is subject to the Freedom of Information Act and subject to disclosure.
2. Board members shall not use electronic media as a substitute for deliberations at public Board meetings, and/or shall not discuss policy matters or vote informally on any issues.
3. Electronic media should be used to pass along factual information.
4. Security of electronic media communication cannot be assured. Board members shall not reveal their passwords to others in the network or to anyone outside of it. If any Board member has reason to believe a password has been lost or stolen, or that electronic media is being accessed by someone without authorization, he/she shall notify the Superintendent, who will notify the district's technology specialist.
5. Personnel issues and other sensitive subjects should never be discussed on-line. The confidentiality of employee data, pupil data, and other sensitive subjects must always be maintained.

Any usage contrary to the aforementioned shall be reported immediately to the Superintendent and may result in the suspension and/or revocation of system access.

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Accessing Electronic Media

In an effort to encourage all Board members to access electronic media, while maintaining public fiscal responsibility, the Board of Education will loan to any board member needing access, a modem, computer (when surplus is available), and other hardware peripherals to be returned to the Board office upon leaving office. It will be the individual Board member's responsibility to provide the hook-up and pay all consumable expenses associated with electronic media usage. In the event a Board member elects not to access electronic communication, a hard copy of all electronic media communication directed to "Board" will be placed in the Board packet delivered via courier, and will also be accessible in the Board of Education Office.

Legal Reference: Connecticut General Statutes

The Freedom of Information Act.

1-200 Definitions.

1-210 Access to public records. Exempt records.

1-211 Disclosure of computer-stored public records.