

Billings School District 2

THE BOARD OF TRUSTEES

School Board Use of E-Mail

The Board recognizes Montana’s constitutional rights to participate in and to observe Board deliberations, and it intends its policies to advance those rights. The Board understands that it must conduct its meetings in public, except as otherwise provided for in Montana law.

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

- The Board will not use email or mobile messaging as a substitute for deliberations at Board meeting or for other communications or business properly confined to Board meetings.
- Board members will be aware that mobile messages, e-mail and e-mail attachments received or prepared for use in Board business or containing information relating to Board business maybe regarded as public records. Which may be inspected by any person upon request, unless otherwise made confidential by law.
- Board member will avoid reference to confidential information about employees, students, or other matters in e-mail and mobile communications, because of the risk of improper disclosure. Board members will comply with the same standards as school employees, with regard to confidential information.
- Trustees shall include the following footer in e-mails: “Montana’s open meeting and public record laws strongly favor doing the people’s business openly. This email may be subject to public disclosure.”

<u>Cross Reference:</u>	Policy 1400	Board Meetings
	Policy 1401	Records Available to Public
	Policy 1500	Code of Ethics for School Board Members

<u>Legal Reference:</u>	§ 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:

First Reading:	August 20, 2012
Second Reading:	September 17, 2012
Third Reading:	October 15, 2012
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