

RSU #63

- a. NEPN/NSBA Code:** **BJA**
- b. Title:** **School Board Use of Electronic Mail**
- c. Author:** **Technology/Policy Committee**
- d. Replaces Policy:**
- e. Date Approved:** **09/25/2017**
- f. Date Previously Approved:** **04/27/2015**
- g. Policy Expiration:** **Review as Needed**
- h. Responsible for Review:** **Policy Committee/Superintendent**
- i. Date Reviewed:** **09/12/2017 Policy Committee**
09/12/2017 Superintendent
- j. References:** **1MRSA § 403 et seq., 20-A MRSA §§ 6001-6002, 12 USC 1232g Cross Reference: GBJ-Personnel Records and Files, JRA-Student Educational Records**
- k. Narrative:**

Use of email by members of the RSU #63 Board of Directors (the Board) will conform to the same standards of judgment, propriety, and ethics as other forms of school board related communication. Board members will communicate:

- A.** Through use of RSU #63 (the District) provided email when possible in the conduct of Board responsibilities, or
 - B.** Through USPS mail or telephone if the District does not provides a specific email system. The Administrative Assistant to the Superintendent will be responsible for providing board members with current and updated lists, when necessary, of members, their home addresses, and contact telephone numbers.
- II.** Board members will not use email or other electronic communications as a substitute for deliberations at board meetings, for other communications, or for business properly confined to board meetings, or in a way to defeat the purposes of the Freedom of Access Act.
- III.** Board members should be aware that emails (including attachments) and other electronic communications received or prepared for use in board meetings 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. Board members are further advised that email described in this paragraph may be discoverable in litigation.
- IV.** Board members will avoid reference to confidential information about employees, students, or other matters in email or other electronic communications because of the risk of improper disclosure. Board members will comply with the same standards as school employees with regard to confidential information.