Board Policy 1405: School Board Use of Email and Social Media

Status: ADOPTED

Original Adopted Date: 10/20/2010 | Last Reviewed Date: 05/12/2021

[RECOMMENDED ITEM: This item addresses practices boards are required to comply with by law, administrative rule, or other guidance, or which are strongly recommended by one of the attorneys we consult on policy matters.]

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 school 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 or unsecure websites. Board members will comply with the same standards as school employees, with regard to confidential information.**

Definitions

"Deliberation" is defined as the receipt or exchange of information or opinion relating to a decision, but shall not include informal or impromptu discussions of a general nature which do not specifically relate to a matter then pending before the public agency for decision.

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Legal References	Description
144 Idaho 259 (2007).	Cowles Pub. Co. v. Kootenai Co. Bd. of County Commissioners
IC § 18-6726	TikTok Use by State Employees on a State-Issued Device Prohibited
IC § 74-202	Open Public Meetings – Definitions
IC § 9-337	Public Writings et. seq.
Idaho Executive Order	2022-06

Other References	Description
ISBA Policy Services	https://www.idsba.org/member-services/policy/

Cross References

Code	Description
5325	Employee Use of Social Media Sites, Including Personal Sites
5330	Employee Email and Online Services Usage
5330-F(1)	Employee Email and Online Services Usage - Employee Email and Online Services Use Policy Acknowledgment