

SCHOOL BOARD USE OF ELECTRONIC MAIL

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

- A.** The School Board shall not use e-mail as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings.
- B.** Board members should be aware that e-mail and e-mail attachments received or prepared for use in Board business or containing information relating to Board business are public records which may be inspected by any person upon request, unless otherwise made confidential by Law.
- C.** Board members shall avoid reference to confidential information about employees, students or other matters in e-mail communications because of the risk of improper disclosure. Board members should comply with the same standards as school employees with regard to confidential information.

Legal Reference: *1 M.R.S.A. § 401 et seq.*
 20-A M.R.S.A. §§ 6001-6002
 20 USC § 1232g

Cross Reference: *GBJ – Personnel Records and Files*
 JA – Student Educational Records

FIRST READING: **December 10, 2009**
SECOND READING: **January 14, 2010**
ADOPTION: **January 14, 2010**

**FIRST READING
OF REVISIONS:** **May 8, 2014**
**SECOND READING
OF REVISIONS:** **June 26, 2014**
**ADOPTION OF
REVISIONS:** **June 26, 2014**