

ELECTRONIC COMMUNICATION BY BOARD MEMBERS

Use of electronic mail (e-mail) by members of the Board of Education shall 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 email in the conduct of Board responsibilities:

1. The 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.
2. Board members shall 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 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 shall comply with the same standards as school employees with regards to confidential information.
4. E-mails of a non-confidential nature that are sent to the Chair of the Board from other Board members shall be copied to the Vice Chair of the Board for information purposes (if not otherwise indicated on the email).
5. Outgoing e-mails shall include an electronic e-mail signature along with a disclaimer.

School Messenger

1. The use of School Messenger is defined in Regulation KBD-R Communication with Parents Using School Messenger, and is for the use of Senior Administration and school administrators only.

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Motion 10-09-21			