

## **SCHOOL BOARD USE OF ELECTRONIC COMMUNICATION**

Use of electronic communication 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 email in the conduct of board responsibilities:

- A. The School Board shall not use electronic communication 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 electronic communication and electronic communication attachments received or prepared for use in board business or containing information relating to board business are likely to be regarded as public records that may be inspected by any person upon request, unless otherwise made confidential by law.
- C. Board members shall avoid references to confidential information about employees, students or other matters in electronic 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 MRSA § 401 et. seq.  
20-A M§SA § 6001-6002  
20 USC § 1232g

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

*Adopted:* 4/9/08

*Revised:* 9/8/10