

## **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 of education members shall comply with the following guidelines when using e-mail in the conduct of board of education responsibilities:

- A. The board of education shall not use e-mail as a substitute for deliberations at board of education meetings or for other communications or business properly confined to board of education meetings.
- B. Board of education members shall be aware that e-mail and e-mail attachments received or prepared for use in board of education business or containing information relating to board of education business may be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.
- C. Board of education 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 of education members shall comply with the same standards as school employees with regards to confidential information.

Adopted 10/01/13

Cross Reference:  
IIBGA - Employee Use of District Technology