

## SCHOOL BOARD USE OF ELECTRONIC MAIL

Use of electronic mail (email) 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 email 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 email and email 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 they have been designated by law as confidential or are exceptions under Maine's Freedom of Access law.
- C. Board members should avoid reference to confidential information about employees, students or other matters in email communications. These communications run the risk of improper disclosure and may not be consistent with privacy laws. Board members should comply with the same standards as school employees for confidential information.

Legal Reference: 1 MRSA § 401 et seq.  
20-A MRSA § 6001-6002  
20 USC § 1232g

Cross Reference: GBJ - Personnel Records and Files  
JRA - Student Educational Records

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