

**SCHOOL BOARD USE OF EMAIL AND OTHER ELECTRONIC  
COMMUNICATIONS**

Use of email and other electronic communications (including but not limited to texts, chat programs, and social media) 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 and other electronic communication in the conduct of Board responsibilities.

- A. The School Board shall not use e-mail and other electronic communications as a substitute for deliberations at Board meetings, for other communications or business properly confined to Board Meetings, or in any way to defeat the purposes of the Freedom of Access Act.
- B. Board members should be aware that emails (including attachments) and other electronic communications received or prepared for use in Board business or containing information relating to Board business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law, and in some cases may be subject to state record retention requirements. For these reasons, Board members are well-advised to use email addresses issued by the school unit for their official communications.
- C. Board members should avoid reference to information about employees, students, or other matters in email or other electronic communications because of the risk of improper disclosure. Board members are expected to comply with the same standards as school employees with regard to confidential information.

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

Cross Reference: JRA Student Educational Records

Adopted: 04/14/09  
Re-Affirmed: 06/16/15; Revised: 03/1919  
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