

**REGIONAL SCHOOL UNIT No. 67**

**SCHOOL BOARD USE OF ELECTRONIC COMMUNICATIONS**

The R.S.U. No. 67 Board of Directors understands that use of 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 email and other electronic communications in the conduct of board responsibilities:

- A. Board members shall not use email or other electronic communications 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 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.
- C. Board members shall avoid reference to confidential information about employees, students or other matters in email or other electronic communications because of the risk of improper disclosure. Board members shall comply with the same standards as school employees with regard to confidential information.
- D. Due to confidentiality, the sharing of passwords is discouraged.

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 and Information

Adopted: June 21, 2006

Revised: April 6, 2011; June 3, 2015; November 3, 2021