

### **Board Member Use of E-Mail**

Use of electronic mail (e-mail) by Board members will conform to the same standards of judgment, propriety, and ethics as other forms of Board related communication. Board members will comply with the following guidelines when using e-mail in the conduct of board responsibilities:

The Board may not use e-mail as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings. However, informal discussions about Board matters among less than a quorum of the Board members are not unlawful unless those communications are used to defeat the purposes of the Maine Freedom of Access Act.

Board members must be aware that e-mail and e-mail attachments 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.

Board members must avoid reference to confidential information about employees, students or other matters in e-mail 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: 20-A MRS §6001-6002  
1 MRS §401  
20 USC §1232g

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

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