

**SCHOOL COMMITTEE USE OF ELECTRONIC MAIL**

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

- A. The School Committee shall not use e-mail as a substitute for deliberations at school committee meetings or for other communications or business properly confined to school committee meetings.
- B. School Committee members should be aware that e-mail and e-mail attachments received or prepared for use in school committee business or containing information relating to school committee 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. School Committee members shall avoid reference to confidential information about employees, students or other matters in e-mail communications because of the risk of improper disclosure. School Committee members should comply with the same standards as school employees with regard to 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 and Information

Adopted: April 13, 2010