

School Committee Use of Electronic Mail

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

- A. The School Committee shall not use e-mail as a substitute for deliberation at School Committee meetings or for other communications or business properly confined at 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 related 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 should 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-AMRSA § 6001-6002
20 USC § 1232g

Cross Reference: GBJ-Personnel Records and files
JRA-Student Education Records

AVS HES LCS

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