

## **SCHOOL BOARD USE OF ELECTRONIC MAIL**

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

1. The Board of Trustees will not use e-mail as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings.
2. The Board of Trustees will be aware that e-mail and e-mail attachments received or prepared for use in Board business or containing information relating to Board business may be regarded as public records, which may be inspected by any person upon request, unless otherwise made confidential by law.
3. The Board of Trustees will avoid reference to confidential information about employees, students, or other matters in e-mail communications, because of the risk of improper disclosure or unsecure websites. The Board of Trustees will comply with the same standards as school employees, with regard to confidential information.

## **DEFINITIONS**

“Deliberation” is defined as the receipt or exchange of information or opinion relating to a decision, but shall not include informal or impromptu discussions of a general nature which do not specifically relate to a matter then pending before the public agency for decision.

### **Policy Cross Reference:**

Board Policy 201.02                      Legal Status of the Board of Trustees

### **Legal Reference:**

Idaho Code - §9-337                      Public Writings *et. Seq.*  
Idaho Code - §67-2341(2)                Open Public Meetings - Definitions

### **Policy History:**

Reviewed:                                      01/10/2011  
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