

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 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 deliberations at School Committee meetings, for other communications or business properly confined to School Committee meetings, or in any way to defeat the purposes of the Freedom of Access Act.
- 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 and copied 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 shall comply with the same standards as school employees with regard to confidential information.

Legal Reference: 1 M.R.S.A. § 401 et. seq.
 20-A M.R.S.A. § § 6001-6002
 20 USC § 1232g

Cross Reference: GBJ – Personnel Records
 JRA – Student Education Records and Information