

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

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

Given the importance of confidentiality, Freedom of Access laws, and continuity in access to important school committee documents, school committee members shall use the school unit assigned email address/account for the respective role for all school committee business.

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

Cross Reference: JRA - Student Educational Records

Adopted: 02/24/09 by J. Boegel, M. Chioffi, & J. Stevens
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