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3 **THE BOARD OF TRUSTEES**

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5 School Board Use of Electronic Mail

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

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12 1. The Board will not use e-mail as a substitute for deliberations at Board meetings or for
13 other communications or business properly confined to Board meetings.

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15 2. Board members will be aware that e-mail and e-mail attachments received or prepared for
16 use in Board business or containing information relating to Board business may be
17 regarded as public records, which may be inspected by any person upon request, unless
18 otherwise made confidential by law.

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20 3. Board members will avoid reference to confidential information about employees,
21 students, or other matters in e-mail communications, because of the risk of improper
22 disclosure. Board members will comply with the same standards as school employees,
23 with regard to confidential information.

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27 Cross Reference: 1400 Board Meetings
28 1401 Records Available to Public

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30 Legal Reference: § 2-3-103, MCA Public participation – governor to ensure guidelines
31 adopted
32 § 2-3-201, MCA Legislative intent – liberal construction
33 § 2-3-203, MCA Meetings of public agencies and certain associations
34 of public agencies to be open to public – exceptions
35 § 20-3-322, MCA Meeting and quorum

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37 Policy History:

38 Adopted on:

39 Reviewed on:

40 Revised on: