

ACCEPTABLE USE OF E-MAIL BY SCHOOL BOARD MEMBERS

Acceptable Use of E-Mail

The following are examples of acceptable use of e-mail by School Board members:

1. Scheduling and rescheduling of meetings or events.
2. Circulation of draft documents which are intended to formalize decisions previously made in a meeting.
3. Dissemination of general news and information regarding recent development, activities, and other matters of general interest to the Board and employees of the district.
4. To notify employees and Board members of emergencies or other safety considerations.
5. To disseminate background information that employees or Board members need to consider prior to a scheduled or planned meeting.
6. As a substitute for regular mail with the understanding that such e-mail is a public record and must follow all the regulations pertaining to document retention and public disclosure.

Unacceptable Uses of E-Mail

There are certain activities that should not be conducted by e-mail. Many of the things that should not be done by e-mail are listed below:

1. Do not use e-mail to discuss personnel issues.¹
2. School Board members should not use sequential e-mails that may result in the members' reading a quorum of the members' specific views relating to school business "contemporaneously."
3. School Board members should be careful not to share personally identifiable student information with anyone that does not have a specific educationally based need to know.

¹Specifically, employee discipline, performance issues, perceived disabilities, physical features, sexual orientation, racial classification, or religious beliefs.

4. School Board members should not use e-mail to lobby votes from other members of the Board.
5. School Board members should not use e-mail as a substitute for deliberations.

LONDONDERRY SCHOOL BOARD

Adopted: February 19, 2008