

1 **Browning Public Schools**

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3 **Policy # 1403**

4 Policy Name: *School Board Use of Email and Mobile Messaging*

5 Regulation: -----

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7 **School Board Use of Email and Mobile Messaging**

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9 Use of email and mobile messaging by members of the Board will conform to the same standards  
10 of judgment, propriety, and ethics as other forms of school board-related communication. Board  
11 members will comply with the following guidelines when using e-mail and mobile messaging in  
12 the conduct of Board responsibilities:

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14 1. The Board will not use e-mail or mobile messaging as a substitute for deliberations at  
15 Board meetings or for other communications or business properly confined to Board  
16 meetings.

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

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

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30 Cross Reference: 1400 Board Meetings  
31 1401 Records Available to Public

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33 Legal Reference: § 2-3-103, MCA Public participation – governor to ensure guidelines  
34 adopted  
35 § 2-3-201, MCA Legislative intent – liberal construction  
36 § 2-3-203, MCA Meetings of public agencies and certain associations  
37 of public agencies to be open to public – exceptions  
38 § 20-3-322, MCA Meeting and quorum

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40 **Policy History:**

41 Adopted on:

42 Reviewed on: 3/24/21

43 Revised on: 4/13/21