

School Board

Board Member Use of Electronic Communications

For purposes of this section, *electronic communications* includes, without limitation, electronic mail, electronic chat, blogs, instant messaging, texting, and any form of social networking. Electronic communication to, by, and among Board members, in their capacity as Board members, shall not be used for the purpose of discussing District business. Email among Board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making, such as:

- Agenda item suggestions
- Reminders regarding meeting times, dates, and places
- Board meeting agendas or information concerning agenda items
- Individual responses to questions posed by community members, subject to the other limitations in this policy

Electronic Communication Protocols

The following protocols pertain to district Board of Education email accounts:

- Email with a constituent should be kept private between the constituent and the BOE member. Board members may reply only to sender.
- BOE members should act to guide the constituent toward resolution but should not act on their behalf.
- Email will not be deleted.
- Emails sent to the BOE at main email address will be forwarded to all members and processed per policy 8:110.
- Board members send all district related email correspondence solely through their district account so that it is maintained in the district email archiving system.
- Board members' will not use district email accounts for personal business.
- A Board member should include a "do not reply/forward" alert when emailing a message concerning **District** business to more than one Board member. The following is an example of such alert: **"BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual."**

ADOPTED: _____ October 17, 2012