

SCHOOL BOARD USE OF ELECTRONIC MAIL

RSU 13 School Board members shall be issued an RSU 13 email address. All correspondence from the district will be sent to this address. It is expected that all email on behalf of the School Board or RSU 13 will be done using the RSU 13 address, to protect the privacy of personal or business email accounts.

Use of electronic mail (email) by RSU 13 School Board members shall conform to the same standards of judgment, propriety, and ethics as other forms of school board-related communication. Board members shall comply with the following guidelines when using email in the conduct of Board responsibilities:

1. The School, Board shall not use email as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings.
2. Board members shall be aware that email and email attachments received or prepared for use in board business or containing information relating to board business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.
3. Board members shall avoid reference to confidential information about employees, students or other matters in email communications because of the risk of improper disclosure. Board members shall avoid the use of student names in emails. Board members shall comply with the same standards as school employees regarding confidential information.

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

Approved: 4/1/10