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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 adopted
	§ 2-3-201, MCA	Legislative intent – liberal construction
	§ 2-3-203, MCA	Meetings of public agencies and certain associations of public agencies to be open to public – exceptions
	§ 20-3-322, MCA	Meeting and quorum

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37 Policy History:  
 38 Adopted on: 2/25/08  
 39 Reviewed on:  
 40 Revised on: