

### SCHOOL BOARD USE OF ELECTRONIC MAIL

Use of electronic mail (email) by school board members should 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:

- A. 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.
- B. Board members should 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.
- C. Board members should avoid reference to confidential information about employees, students or other matters in email communications because of the risk of improper disclosure. Board members should comply with the same standards as school employees with regard to confidential information.

**Legal Reference:**

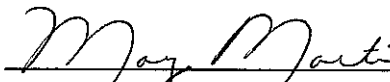
1 MRSA § 401 et seq.

20-A MRSA § 6001-6002

20 USC § 1232g

**SIGNATURE BLOCK:**


RSU 16 School Board

  
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Mary Martin, Chair

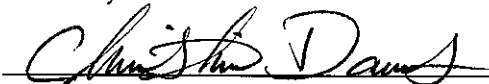
4/11/22  
DATE

  
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Joe Parent, Vice Chair

11 APR 2022  
DATE

Alyssa Morrison  
  
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Alyssa Morrison

\_\_\_\_\_  
DATE  
4-11-2022  
DATE

  
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Christine Downs

04/11/2022  
DATE

RSU #16 (Mechanic Falls, Minot, Poland)<sub>msm\*</sub>

Policy Code: BEA

Adopted: December 2012

Revised: April 2022



Ed Rabasco, Jr.

04/11/2022

DATE



Emily Rinchich

4/11/22

DATE



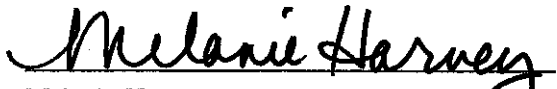
Jessica Smith

4/11/2022

DATE

Laura Hemond

DATE



Melanie Harvey

04-11-2022

DATE



Mike Downing

11 Apr 22

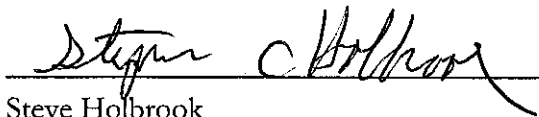
DATE



Patrick Irish

4/11/22

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Steve Holbrook

4-11-22

DATE