

**SCHOOL COMMITTEE USE OF ELECTRONIC MAIL**

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

- A. The JSC shall not use email as a substitute for deliberations at JSC meetings or for other communications or business properly confined to JSC meetings.
- B. JSC members should be aware that email and email attachments received or prepared for use in board business or containing information relating to committee 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. JSC members shall avoid reference to confidential information about employees, students or other matters in email communications because of the risk of improper disclosure. JSC 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

Cross Reference: GBJ - Personnel Records and Files  
JRA - Student Educational Records

Adopted: **4/2/18**