

BHE – SCHOOL BOARD USE OF EMAIL

The Board encourages its members to not communicate to each other via electronic communication (email) regarding official school district business. The Board will not use email as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings. Communication of private or confidential information via email is strictly forbidden.

If an email is originated by a Board member, is communicated to a quorum of the Board, and discusses official school district business, the email will be considered a public document for purposes of the Right to Know Law RSA 91-A. As such, the contents of the email communication will be publicly disclosed and included in the minutes of the next regularly scheduled Board meeting.

Board members shall follow the chain of command of district policy and shall not email district personnel directly regarding district matters.

Board members shall adhere to the district “acceptable use” policy guidelines keeping email communications appropriate and as needed. Board members shall also indicate in emails, preferably in the email subject area, if the email is official Board business.

This policy does not preclude Board members, the Superintendent, the Superintendent’s designee, school administrators, or School Board secretary from supplying information via email for informational purposes and/or action by the Board in an official meeting.

Statutory/Regulatory/Policy/Handbook Cross References

RSA 91-A (Access to Public Records and Meetings)

RSA 189:29-a (Records Retention and Disposition)

Handbook (None)

APPROVED: July 17, 2008

PREVIOUS POLICY: None