

**BOARD MEMBER ELECTRONIC COMMUNICATIONS**

Board member email messages are a form of communication that may be subject to both the state open meetings law and the state public records law. Use of home email addresses for email communications on official school board matters still holds to the standards and responsibilities required by other public records and open meetings regulations.

Email is to be used by Board members only for the purposes of communicating:

- Messages between Board members or between a Board member and employees that do not involve deliberating or rendering an opinion or decision on matters pending before the Board
- Possible agenda items between the district administrator and Board President
- Times, dates, and places of regular or special Board meetings
- The Board meeting agenda or public record information concerning items on the agenda
- Requests for public record information (from a member of administration, school staff or community pertaining to District operations)
- Responses to individual questions posed by members of the public, administrators or other school staff

Under no circumstances shall Board members use email to discuss among themselves Board business that can only be discussed in an open meeting of the Board, as part of an executive (closed) session, or could be considered an invasion of privacy if the message were to be monitored by another party.

Board members shall be provided with a District email account. These accounts shall be managed and archived by the District's legal custodian(s) of records on behalf of the Board members as allowed by law.

Board members are strongly encouraged to use their District email account for all school-related business. Board members who use a private email account for official business, or who receive email messages at a private email address related to official business, shall be expected to comply with applicable provisions of the state public records law.

Senders and receivers of email that utilize the District's communication system for email shall do so with the understanding that there can be no expectation of privacy for any messages sent or received. In addition, they are reminded that messages that have been deleted from an individual's mailbox may still be accessible on the District's system. Accordingly, unless an exemption applies, such email messages, deleted or otherwise, may be subject to disclosure under the state's public records law.

Board members should be cautious about commenting on social media platforms related to school district matters to ensure the integrity and requirements of open meetings and public record laws are not jeopardized.

School email should not be used for personal or campaigning purposes.

ADOPTION DATE: January 11, 2016

REVISION DATE(S): November 28, 2022

REVIEW DATE(S): October 17, 2022

CROSS-REFERENCE:

LEGAL REFERENCE: Wisconsin Statutes Chapter 19-Subchapter II, Chapter 19-Subchapter V, Section 120.13(28), Section 943.70, Section 947.0125