

BOARD MEMBER USE OF ELECTRONIC MAIL

Electronic mail (e-mail) and computer transmissions by members of the Board of Education under some circumstances may be considered a meeting under the Wisconsin Open Meeting Law. Therefore, subject to applicable Board policies, e-mail will be used by the Board only for the purpose of communicating the following matters:

1. Messages between Board members or between Board members and employees that do not involve interactive exchange of opinions constituting discussion, deliberation, or decision-making on subjects within the realm of the Board's authority;
2. Possible meeting agenda items between the Superintendent of Schools and the Board President;
3. A Board meeting agenda or public record information concerning items on the agenda;
4. Requests for public record information pertaining to District operations;
5. Questions posed by the public to administrators requesting a District response.
6. Posting of all Committee and Board Meetings.

Under no circumstances shall Board members use e-mail to interactively communicate among themselves regarding Board business on subjects within the Board's realm of authority or which could be considered an invasion of privacy if the messages were to be monitored by another party.

Board members shall be provided with an e-mail account on the District file server. These accounts will be managed and archived by the District which will act as the legal custodian of such records on behalf of Board members as allowed by law. Official e-mail communications to Board members will be sent to the member's account on the District file server. Replies to e-mail messages by Board members are expected to be made via the District e-mail system, which allows the District to archive the return message.

Electronic Access: Board members will be provided with a device capable of accessing District Information, District email and web posts in order to provide them with timely communication. Board member devices will be upgraded (rotated) on a schedule that aligns with election cycles. Individual Board members will be provided the option of purchasing the device rotated out of Board use or returning it to the District. Purchase prices shall be determined by the Superintendent and shall be equal to purchasing a similar device at a market price.

Furthermore, there is no expectation of privacy for any messages sent or received via the District e-mail system. Messages that have been deleted may still be accessible on the file server or other such device. Messages - deleted or otherwise - may be subject to disclosure under the Wisconsin Public Records Law unless an exemption would apply.

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| LEGAL REFERENCE: | Wisconsin Stat. Chapters 19 and 120 |
| CROSS REFERENCE: | Exhibit (4) #363.1 – Acceptable Use Policy – Handbook Version Policy #363.1 – Electronic Communication System Policy Policy #823 – Public Records Policy |