

Section B: School Board Governance and Operation

BEA School Board Use of E-Mail and Other Electronic Communication

Use of e-mail and other electronic communications (including but not limited to texts, chat programs and social media) by Board members will conform to the same standards of judgment, propriety and ethics as other forms of school board-related communications. Board members will comply with the following guidelines when using e-mail and other electronic communications in the conduct of Board responsibilities:

- A. Board members will not use e-mail or other electronic communications as a substitute for deliberations at Board meetings; for other communications or business properly confined to Board meetings; or in any way to defeat the purposes of the Freedom of Access Act.
- B. Board members must be aware that e-mail (including attachments) and other electronic communications 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. In some cases, such communications may be subject to state record retention requirements. For these reasons, Board members are well-advised to use the email address issued by Region 8 for their official communications.
- C. Board members will avoid reference to information about school employees, students or other confidential school matters in e-mail or other electronic communications because of the risk of improper disclosure. Board members are expected to comply with the same standards as school employees with regard to confidential information.

Legal Reference: 1 MRS ' 401 et seq.
20-A MRS §§ 6001-6002
20 USC ' 1232g

Cross Reference: JRA – Student Education Records and Information

First Reading: 6/24/26
Adoption: 8/26/26
Revised: 6/8/26
Reviewed: 6/5/23