

4
5 School Board Use of Electronic Mail (Email) and Mobile Messaging

6
7 Use of electronic mail (email) and mobile messaging by members of the Board will conform to
8 the same standards of judgment, propriety, and ethics as other forms of school board-related
9 communication. Board members will comply with the following guidelines when using email
10 and mobile messaging in the conduct of Board responsibilities:

- 11
- 12 • The Board will not use email or mobile messaging as a substitute for deliberations at
- 13 Board meeting or for other communications or business properly confined to Board
- 14 meetings.
- 15 • Board members will be aware that mobile messages, e-mail and e-mail attachments
- 16 received or prepared for use in Board business or containing information relating to
- 17 Board business may be regarded as public records, which may be inspected by any
- 18 person upon request, unless otherwise made confidential by law.
- 19 • Board members will avoid reference to confidential information about employees,
- 20 students, or other matters in e-mail and mobile communications, because of the risk of
- 21 improper disclosure. Board members will comply with the same standards as school
- 22 employees, with regard to confidential information.
- 23

24 Cross Reference:

25 Policy 1400	Board Meetings
26 Policy 1401	Records Available to Public

27
28 Legal Reference:

29 §2-3-103, MCA	Public participation – Governor to insure guidelines adopted
30 §2-3-201, MCA	Legislative intent – liberal construction
31 §2-3-203, MCA	Meeting of public agencies and certain associations of public agencies to
32	be open to public – exceptions
33 §20-3-322, MCA	Meeting and quorum

34
35 Policy History

36 Adopted on:	February 14, 2005
37 Revised on:	December 16, 2019