

## SCHOOL BOARD MEMBER USE OF ELECTRONIC MAIL

Electronic mail (e-mail) by members of the Board 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 district administrator 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. Responses to questions posed by members of the public, administrators, or school staff.

Under no circumstances shall Board members use e-mail to communicate interactively 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 who will act as the legal custodian of such records on behalf of Board members as allowed by law. Official e-mail communications of received, sent, and replied to messages with these District Board member accounts will be retained as outlined in the District's Records Retention Schedule.

Board members are strongly encouraged to use their District e-mail account for all school-related business. Board members who use a private e-mail account for official business, or who receive e-mail messages at a private e-mail address related to official business, will be expected to forward immediately any such e-mail messages to their District e-mail account. Board members who choose not to forward and reply to messages via the District e-mail server accept personal responsibility for compliance with the Wisconsin Public Records Law.

Furthermore, there should be 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.

LEGAL REF.:       19.85(1) - Wisconsin Statutes  
                       19.85(1) - Wisconsin Statutes  
                       120 - Wisconsin Statutes

CROSS REF.:       823 – Access to Public Records

APPROVED:       February 23, 2004  
                       November 20, 2006  
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                       September 15, 2014  
                       **MAY 18, 2020**