

Board of Education Use of E-Mail

Guidelines for Board E-Mail Usage

The Freedom of Information Act mandates that all meetings of public bodies such as school boards be open to the public. It is the policy of the Plainfield Board of Education that E-mail shall not be used in such a manner as to deprive the public of the rights given to it under the Freedom of Information Act. For this purpose, this policy sets forth guidelines for the use of Email by Board members when communicating with other Board members.

1. E-mail, like other written forms of communication relating to the conduct of public business is subject to the Freedom of Information Act and subject to disclosure.
2. Board members shall not use e-mail as a substitute for deliberations at public Board meetings, and/or shall not discuss policy matters or vote informally on any issue. Board members should refrain from emailing the entire Board on a topic of Board business or utilizing the "Reply to All" button.
3. E-mail should be used to pass along factual information.
4. Security of e-mail communication cannot be assured. If using a network, Board members shall not reveal their passwords to others. If any Board member has reason to believe a password has been lost or stolen, or that e-mail is being accessed by someone without authorization, he/she shall notify the Superintendent, who will notify the district's technology specialist.
5. Personnel issues and other sensitive subjects should never be discussed on-line. The confidentiality of employee data, pupil data, and other sensitive subjects must always be maintained.

Legal Reference: Connecticut General Statutes
The Freedom of Information Act.

1-200 Definitions.

1-210 Access to public records. Exempt records.

1-211 Disclosure of computer-stored public records.

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