

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BHE <i>Previously BHEA</i>
Date of Adoption: July 20, 2011 Code Change-Adopted School Board: May 2, 2012 Recently Adopted – No Changes: October 24, 2012 School Board/Superintendent Revision: January 13, 2014 Reviewed by School Board: March 31, 2015 Annual Review Policy Committee: April 19, 2017-No Change Annual Review Policy Committee: April 11, 2018-No Change	Page 1 of 1 Category: Recommended

SCHOOL BOARD USE OF EMAIL

The Right-to-Know law, specifically RSA 91-A:2-a and 91-A:1, requires that “communications outside a meeting ... shall not be used to circumvent the spirit and purpose of” the law, namely to facilitate “the greatest possible public access to the actions, discussions and records” of the Board. To that end, all communications outside of a meeting among any 2 or more Board members, including but not limited to electronic mail (email) shall be limited to scheduling meetings and distributing information from the Superintendent. Use of email by School Board members should conform to the same standards of judgment, propriety, and ethics as other forms of School Board related communication. School Board members shall comply with the following guidelines when using email in the conduct of School Board responsibilities:

- A. The School Board shall not use email as a substitute for discussions or deliberations at School Board meetings or for other communications or business properly confined to School Board meeting.
- B. School Board members should be aware that email and email attachments received or prepared for use in School Board business or containing information relating to School Board business are to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.
- C. School Board members should avoid reference to confidential information about employees, students, or other matters in email communications because of the risk of improper disclosure. School Board members should comply with the same standards as school employees with regard to confidential information.

This policy affects public access to the Board and the public’s Right to Know. To protect that right, this policy requires a public hearing before it may be revised. Further, this policy may not be suspended except by a two-thirds vote at a public meeting. The Board must always fully comply with the letter and spirit of the Right-to-Know law that may not be suspended. This policy will be reviewed by the Board and all standing advisory committees annually before the end of April to ensure full awareness and compliance.

Legal Reference:

RSA 91-A:2-A, Communications Outside Meetings

Cross Reference:

- BHE-R- School Board Use of Email Procedure
- GBJ- Personnel Records
- JRA – Student Records & Information
- JICL – Student Computer & Internet Use
- GBEF & R- Employee Computer & Internet Use