

SCHOOL DISTRICT OF WAUZEKA-STEUBEN

BOARD MEMBER ELECTRONIC COMMUNICATIONS

Electronic mail (e-mail), computer transmissions, and/or any other forms of electronic communications by members of the School District of Wauzeke-Steuben Board of Education under some circumstances may be considered a meeting under the Wisconsin Open Meeting Law. Therefore, subject to applicable Board policies and legal requirements, 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, students or school staff.

Under no circumstances shall Board members use electronic communications to interactively communicate 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's legal custodian(s) of records on behalf of Board members as allowed by law. 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 electronic messages at a private electronic address/number related to official business, will be expected to forward any such electronic 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.

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. Accordingly, unless an exemption applies, such e-mail messages, deleted or otherwise, may be subject to disclosure under the Wisconsin Public Records Law.

Legal References: Wisconsin State Statutes §§ Chapter 19, Subchapter II, IV and V

Cross References: Policies 171 Regular Board Meetings, 363.2 Internet Safety and Acceptable Use

Adoption Date: 6/16/2014

Date Revised:

Date Reviewed: