

New Draft

Bylaws of the Board

Individual Members

Board Member use of Electronic Communications

Electronic communications by members of the D.C. Everest School Board may be considered public records. Board member use of electronic communications must, therefore, comply with all applicable laws and policies regarding open meetings and retention. The conversations carried out over electronic communications must not constitute a public meeting. These conversations should remain limited to:

- 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 or issues within the realm of the board's authority;
- 2. Times, dates and places of regular or special board meetings;
- 2.3. Possible meeting agenda items between the superintendent and the board president;
- 3.4. A board meeting agenda or public record information concerning items on the agenda;
- 4.5. Requests for public record information pertaining to district operations;
- 5.6. Responses to questions posed by members of the public, administrators, 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. Board members shall refrain from use of "forward" and "reply to all" common in electronic mail programs which deprive a sender of control over the number and identity of the recipients who eventually may have access to the sender's message.

Board members shall be provided with a district account for purposes consistent with this policy. All communications sent and received by board members will be archived and maintained in accordance with applicable board policy and state law. There shall be no expectation of privacy in use of district communications systems. Messages that have been deleted may still be disclosed in accordance with Wisconsin Public Records Law.

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

Cross Ref: Policy 1340 – Procedures for Release of Public Records and Property
Policy 4135.235 – Staff Access to Technology Resources
Policy 9300 – Bylaws of the Board/Methods of Operation

Legal Reference: Chapters 19 and 120, Wisconsin Statutes

Bylaw Adopted: 4/27/76
Bylaw Revised: 4/22/08
KAG:ems

SCHOOL BOARD
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