

POLAND REGIONAL HIGH SCHOOL COMMITTEE	CODE: BEA Page: 1
SUBJECT: POLAND REGIONAL HIGH SCHOOL COMMITTEE USE OF ELECTRONIC MAIL	
DATE OF ORIGINAL POLICY: October 2005 DATE OF NEXT REVIEW: October 2010 CANCELS POLICY CODE: REVISION DATE:	
JURISDICTION: Poland Regional High School	

Use of electronic mail (email) by the Poland Regional High School Committee members should conform to the same standards of judgment, propriety and ethics as other forms of Poland Regional High School Committee-related communication. The Poland Regional High School Committee members shall comply with the following guidelines when using email in the conduct of Poland Regional High School Committee responsibilities:

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

Legal Reference: 1 MRSA § 401 et seq.
 20-A MRSA § 6001-6002
 20 USC § 1232g

Cross Reference: JRA - Student Educational Records

POLAND REGIONAL HIGH SCHOOL COMMITTEE

CODE: BEA

Page: 2

SUBJECT: POLAND REGIONAL HIGH SCHOOL COMMITTEE USE OF ELECTRONIC MAIL

AMPLIFYING INSTRUCTIONS AND GUIDELINES:

As Per this Policy

DELEGATION OF AUTHORITY:

The Poland Regional High School Committee delegates the authority to implement this policy to the Superintendent of Schools who may delegate to others.

EXCEPTIONS TO THE POLICY:

In accordance with State and Federal Laws

DEFINITIONS: None

ATTACHMENTS: None

SIGNATURE BLOCK:

Poland Regional High School Committee

Ike Levine, Chair DATE

Kim Moody DATE

Jack Conway DATE

Norman Davis DATE

Laurie Levine DATE

Dave Griffiths DATE

Karen M. Whalen DATE