

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 & March 31, 2015 Annual Review Policy Committee: April 19, 2017, 4/11/18, 5/6/20, -No Change Annual Review Policy Committee: December 10, 2020, 5/5/21 School Board First Read: December 1, 2021 School Board Second Read/Adoption: December 15, 2021 School Board Annual Review: April 6, 2022	Page 1 of 1 Category: Recommended

## SCHOOL BOARD USE OF EMAIL

The Right-to-Know law does not apply to isolated conversations between individual Board members outside of public meetings, unless those conversations were planned or intended for the purpose of discussing matters related to official business and the Board made decisions during them. However, the Right-to-Know law, specifically RSA 91-A:2-a and 91-A:1, also 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.

A quorum of the Board will not use email or any other form of communication either simultaneously or sequentially to discuss or act upon a matter or matters over which the School Board has supervision, control, jurisdiction or advisory power. 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 regarding school business may be 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.
- D. When using email for School Board business, School Board members will use their District assigned email addresses.

This policy will be reviewed by the Board 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