

Board Member Use of Electronic Mail

Electronic mail (e-mail) and computer transmissions by members of the West Salem School District Board of Education under some circumstances may be considered a meeting under the Wisconsin Open Meeting Law. Therefore, subject to applicable Board policies, 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 Superintendent of Schools 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, or school staff.

Under no circumstances shall Board members use e-mail 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 a district e-mail account. These accounts will be managed and archived by the District who will act as the legal custodian of such records on behalf of Board members as allowed by law. Official e-mail communications to Board members will be sent to the member's account on the District file server and will be copied to the Board member's personal e-mail account upon their request. Replies to e-mail messages by Board members are expected to be made via the District e-mail system, which allows the District to archive the return message.

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 address related to official business, will be expected to immediately forward any such e-mail messages to their District e-mail account. Board members, who choose not to forward and reply to messages via their District e-mail account, accept personal responsibility for compliance with the Wisconsin Public Records Law.

Furthermore, 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. Messages - deleted or otherwise - may be subject to disclosure under the Wisconsin Public Records Law unless an exemption would apply.

Cross Ref.:	Board Policy	Acceptable Use Policy
	Board Policy	Open Meetings
	Board Policy	Access to Public Records

Legal Ref.: Chapter 19 and 120, Wisconsin Statutes

APPROVED: January 27, 2004

REVISED: January 24, 2011