

Palouse Prairie Charter School

NONINSTRUCTIONAL OPERATIONS

8710

Board of Directors Use of Electronic Mail

Use of electronic mail (e-mail) by Directors will conform to the same standards of judgment, propriety, and ethics as other forms of Board-related communication. The Board will comply with the following guidelines when using e-mail in the conduct of Charter School responsibilities:

1. The Board will not use e-mail as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings.
2. Directors will be aware that e-mail and e-mail attachments received or prepared for use in Board business or containing information relating to Board business may be regarded as public records, which may be inspected by any person upon request, unless otherwise made confidential by law.
3. Directors will avoid reference to confidential information about employees, students, or other matters in e-mail communications, because of the risk of improper disclosure or unsecure websites. Directors will comply with the same standards as Charter School employees, with regard to confidential information.

Definitions

"Deliberation" is defined as the receipt or exchange of information or opinion relating to a decision, but shall not include informal or impromptu discussions of a general nature which do not specifically relate to a matter then pending before the public agency for decision.

Legal Reference: I.C. § 9-337 Public Writings *et. seq.*
I.C. § 67-2341(2) Open Public Meetings – Definitions
Cowles Pub. Co. v. Kootenai Co. Bd. of County Commissioners 144 Idaho
259 (2007).

Policy History:

Adopted on:

Revised on: 12/12/16