

Series **100** **Board of Education**
Section **180** **Operating Procedures**
Policy **188.3** **Board Member Use of Electronic Mail**

Electronic mail (email) and computer transmissions by members of the Kewaskum 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, email 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 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 email 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 an email account on the District file server.

Furthermore, there should be no expectation of privacy for any messages sent or received via the District email system. Messages – deleted or otherwise – may be subject to disclosure under the Wisconsin Public Record Law unless an exemption would apply.

Legal Reference: Chapters 19 and 120, Wisconsin Statutes

Cross Reference: 171; 173; 187; 443.85; Notes Winter 1999; Comment 11/2001

Adopted: May 10, 2004

Reviewed: 2004