

Section 166 BOARD MEMBER USE OF ELECTRONIC MAIL

Electronic mail (e-mail) and computer transmissions by members of the Portage Community 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 District Administrator 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 an e-mail account on the District file server. These accounts will be managed and archived by the District, which 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. 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 must use their District e-mail account for all school board related business. Furthermore, there should be no expectation of privacy for any messages sent or received via the District e-mail system. Messages may be subject to disclosure under the Wisconsin Public Records Law unless an exemption would apply.

1st Reading – March 12, 2007

2nd Reading – April 9, 2007

Approved – April 9, 2007

