

## HENNIKER SCHOOL DISTRICT

### EMAIL POLICY

The Henniker School Board will not engage in sending e-mails or other electronic communication in a manner that circumvents the right to know law and/or public meeting law.

Acceptable uses of e-mail among Board members and between the Board and Superintendent include:

- Setting meeting dates
- Circulating informational items
- E-mails that are among less than a quorum of the Board

The Board and Superintendent will not:

- Poll Board members via e-mail on a topic that would otherwise be an actionable item at a school board meeting.
- Communicate any information about staff or students by name that would otherwise be done in a non-public session.
- Circulate any information that would be considered public information without making a print copy of the e-mail. The print copy will be made available in the same manner as other similar public information is made available.

Board member e-mails regarding school business will be Cc'd to a designated server. ([hcsboard@sau24.org](mailto:hcsboard@sau24.org)) according to policy EHB-Records Retention.

Adopted: 10/3/2007

2<sup>nd</sup> Reading w/revisions: 10/3/2007

1<sup>st</sup> Reading with revisions: 9/5/2007

Adopted: 11/2/2005

2<sup>nd</sup> Reading: 11/2/2005

1<sup>st</sup> Reading: 8/3/2005