

JOHN STARK REGIONAL SCHOOL DISTRICT

EMAIL POLICY

The John Stark 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 that will not be on Board agenda for action
- E-mails that are among less than a quorum of the Board

The Board and superintendent will not:

- Engage in on-going e-mails on a topic that would otherwise be an agenda item for a school board meeting.
- Poll Board members via e-mail on a topic that would otherwise be an actionable item at a school board meeting.
- Communicate 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.

It is the policy of the district to delete e-mail on a regular basis in order to efficiently conduct business. Neither Board members nor the superintendent will be expected to save or print e-mails that are older than four weeks.