

Board Policy 1405: School Board Use of Email and Social Media Status:

Original Adopted Date: 4/25 | Last Reviewed Date:

Use of ~~email, text, and other electronic communications~~ ~~electronic mail (e-mail)~~ by members of the Board will conform to the same standards of judgment, propriety, and ethics as other forms of school board-related communication. Board members will comply with the following guidelines when using ~~electronic communications~~ ~~e-mail~~ in the conduct of Board responsibilities:

1. The Board will not use ~~e-mail, communications via social media, or other~~ electronic communications as a substitute for deliberations or voting at Board meetings or for other communications or business properly confined to Board meetings. “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.
2. Board members will be aware that ~~electronic communications~~ ~~e-mail and e-mail attachments~~ received or prepared for use in Board business or containing information relating to Board business (regardless of whether sent or received on a school owned ~~computer device~~ or personally owned ~~computer device~~) may be regarded as public records, which may be inspected by any person upon request, unless ~~otherwise made confidential by law~~ determined to be exempt from disclosure. Additionally, if a Board Member ~~is utilizing~~ uses a school-owned ~~technology~~ device for personal purposes, such communications may also be subject to production in a public records request. For this reason Board Members are strongly discouraged from using District technology for any person purpose.
3. Board members will note that individual postings made to social media sites should be considered carefully in light of how they would reflect on the poster, the Board of Trustees, and the District Further, such postings could be used as evidence that an individual Board Member is biased and should be excluded from decision-making when matters of due process, such as personnel matters or student hearings, are at issue. Opinions expressed ~~by staff~~ on a social networking website have the potential to be disseminated far beyond the speaker’s desire or intention, and could undermine ~~the~~ public perception of ~~the~~ individuals fitness ~~of the individual~~ to serve students’ interests. Individual Board member postings are an act of the individual and are not an act of the Board.
4. Board members will comply with the same standards as school employees with regard to confidential information and security measures taken when sending it electronically.
5. Board members shall refrain from downloading or using the TikTok app or visiting the TikTok website on any District-provided device or while connected to the District’s network. If TikTok has already been downloaded onto a device issued to a Board member by the District, the Board member shall delete the app or seek District assistance in deleting it.

Trustees shall not use District-provided email or social media for personal purposes.

Use of any District-provided electronic device for informal ~~or personal purposes~~ is permissible within reasonable limits provided it does not interfere with their duties as a Board trustee and complies with District policy. However, the Board member needs to understand that such use of school provided electronic devices for personal or informal purposes may be subject to production in a public records request.

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 References

144 Idaho 259 (2007).

IC § 18-6726

IC § 67-2341(2)

IC § 9-337

Idaho Executive Order

Description

Cowles Pub. Co. v. Kootenai Co. Bd. of County Commissioners

TikTok Use by State Employees on a State-Issued Device Prohibited

Open Public Meetings – Definitions

Public Writings et. seq.

2022-06

Cross References**Code**

5325

5325-P(1)

5330

5330-F(1)

Description

[Employee Use of Social Media Sites, Including Personal Sites](#)

[Employee Use of Social Media Sites, Including Personal Sites - Recommended Practices for Use of Social Media Sites, Including Personal Sites](#)

[Employee Electronic Mail and Online Services Usage](#)

[Employee Electronic Mail and Online Services Usage - Employee Electronic Mail and Online Services Use Policy Acknowledgment](#)