



POLICY

**Haddonfield
Board of Education**

BYLAWS

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Electronic Communication Among Board
Members

0166.1 ELECTRONIC COMMUNICATION AMONG BOARD MEMBERS

The Board of Education believes that electronic communication among its members and the administration is an efficient and convenient way to exchange information, but must not be misused to deliberate issues that are appropriately discussed only in a public meeting. Therefore, Board members and administrators shall exercise caution when communicating between and among themselves via electronic messaging services including, but not limited to Email, Internet web forums and Internet chat rooms. They should understand at all times that these communications represent permanent school district records that can be subject to public disclosure. Electronic messaging communication shall conform to the same standards of judgment, propriety and ethics as other forms of Board related communication (committee meetings, telephone calls, etc.). Board members shall adhere to the following guidelines when communicating electronically:

1. Board members shall not use Email or any other electronic messaging service as a substitute for deliberations at Board meetings. The Open Public Meetings Act defines a “meeting” as any gatherings attended by or open to all of the members of a public body, held with the intent to discuss or act as a unit upon specific public business of that body;
2. Board members shall be aware that Email and Email attachments received or prepared for use in Board business are likely to be regarded as public records that may be inspected by any person upon request, unless otherwise made confidential by law;
3. Board members shall avoid reference to confidential information about employees, pupils or others in Email communications because of the risk of improper disclosure.
4. Board members shall adhere to the district “acceptable use” policy in all Email communications and shall refrain from sending inappropriate, profane, harassing or abusive Emails; and
5. If Board members use the district network system, they shall not reveal their passwords to others in the network or to anyone outside of it, except to the system administrator. If any Board member has reason to believe a password has been lost or stolen, or that someone without authorization is accessing Email, he/she shall notify the Superintendent immediately.

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