

SUBJECT: BOARD MEMBER USE OF ELECTRONIC MAIL

Board members shall be permitted to access and use the BOCES electronic mail (“e-mail”) system in order to receive and prepare e-mail communications, and shall be provided a BOCES e-mail address upon request to the District Superintendent. The purpose of such e-mail access and use shall be limited to communicating with regard to matters of BOCES concern, as well as matters that are relevant to the discharge of the duties of Board member. Use of the BOCES e-mail system is voluntary. Such access to and use of the BOCES e-mail system shall also be subject to the following additional standards and conditions:

- a. The content of any e-mail messages or attachments prepared or transmitted by a Board member must be appropriate in light of the professional standings and duties of a Board member.
- b. Board members shall not use the BOCES e-mail system as a substitute for voting, action and/or deliberations at Board meetings, or for other communications or business properly confined to Board meetings.
- c. Board members shall be aware that e-mail messages and attachments received or prepared for use with regard to Board business or containing information relating to Board business may be regarded as public records, which accordingly may be subject to disclosure under applicable policies and law. The determination of whether such materials are subject to disclosure shall be made by the BOCES Records Access Officer.
- d. When preparing e-mail messages or attachments, Board members shall avoid reference to confidential information regarding BOCES employees or students because of the risk of improper disclosure.
- e. All e-mail messages transmitted under a Board member’s BOCES e-mail address shall contain a standard legend which in substance shall indicate that any views expressed therein are the personal views of the Board member and do not constitute the views of the Board itself. The following statement shall be included in all e-mail messages:

“This e-mail, its contents and any of its attachments may contain WSWHE BOCES proprietary information, which is privileged, confidential, or subject to copyright belonging to the WSWHE BOCES. This e-mail is intended solely for the use of the individual or entity to which it is addressed. If the reader of this message is not the intended recipient of this e-mail, you are hereby notified that any dissemination, distribution, copying, or action taken in relation to the contents of and attachments to this e-mail is strictly prohibited and may be unlawful. If you have received this e-mail in error, please notify the sender immediately and permanently delete the original and any copy of this e-mail as well as any printed version of the e-mail and its attachments.”

- f. Board members shall endeavor to copy the District Superintendent and any other Board members who have a BOCES e-mail address with any incoming or outgoing e-mail communications concerning BOCES matters for which general circulation in this manner is appropriate.

- g. The e-mail system and messages generated within it (including deleted messages) may be accessed by appropriate BOCES personnel, as designated by the District Superintendent, for appropriate BOCES purposes.
- h. Board member use of the BOCES e-mail system shall be subject to any additional standards or procedures established by the District Superintendent upon notice to the Board.
- i. Board members must annually sign the WSWHE BOCES Staff Technology Use Agreement (administrative regulation #2080)

Adopted: July 13, 2011