



RISE CHARTER SCHOOL

Policy 1405: School Board Use of Email and Social Media

Status: Adopted

Original Adopted Date: May 17, 2021

Last Revised Date:

Last Reviewed Date:

School Board Use of Email and Social Media

Use of email, **text, and other electronic communications** 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 ~~email~~ **electronic communications** in the conduct of Board responsibilities:

1. The Board will not use ~~email, 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 ~~M~~members will be aware that ~~email and email attachments~~ **electronic communications** 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 uses a school-owned 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 Charter School technology for any personal 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 Directors, and the Charter School. 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 individual's 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 avoid reference to confidential information about employees, students, or other matters in email communications because of the risk of improper disclosure and unsecure websites. Board members will comply with the same standards as school employees with regard to confidential information. 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 School-provided device or while connected to the School's network. If TikTok has already been downloaded onto a device issued to a Board member by the School, the Board member shall delete the app or seek School assistance in deleting it.

Board Directors shall not use School-provided email or social media for personal purposes.

[CHOOSE ONE OF THE FOLLOWING OPTIONS]

[Option 1] Use of any School-provided electronic device for informal or personal purposes is permissible within reasonable limits provided it does not interfere with their duties as a Board director and complies with School 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.

[Option 2] Any use of a School-provided electronic device by a Board director must be:

1. In support of education and/or research, and in furtherance of the School's stated educational goals; or
2. For a legitimate school business purpose.

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 § 74-101, et seq.

IC § 74-202

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

Idaho Public Records Act

Open Public Meetings – Definitions

2022-06

Other References

ISBA Policy Services

Description

[https://www.idsba.org/member-
services/policy/](https://www.idsba.org/member-services/policy/)

Cross References

Code

5325

5325

5330

5330

Description

Employee Use of Social Media Sites,
Including Personal Sites

Employee Use of Social Media Sites,
Including Personal Sites

Employee Email and Online Services Usage

Employee Email and Online Services Usage

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