

Bylaws of the Board

Meetings

Electronic Mail Communications

The Orange Board of Education believes that Board members electronically connected to other Board members is an efficient and convenient way to communicate. The main goal of electronic mail (e-mail) is to expedite the passage of information. E-mail gives Board members quick access to one another. Communication among Orange Board members via e-mail should conform to the same standards as other forms of communication. (i.e. committee meetings, etc.) as directed by the Freedom of Information Act. When used properly, e-mail is an effective communications tool and can provide a formal record.

All Orange Board members are expected to access e-mail. It will be the responsibility of individual Orange Board members to provide hardware, hook-up, and pay all consumable expenses associated with e-mail usage.

Guidelines for Board E-Mail Usage

The Freedom of Information Act mandates that all meetings of public bodies such as School Boards be open to the public. It is the policy of the Orange Board of Education that e-mail shall not be used in such a manner as to deprive the public of the rights given to it under the Freedom of Information Act. For this purpose, this bylaw sets forth guidelines for the uses intended to be made of e-mail by Orange Board members when communicating with other Board members.

1. E-mail, like other written forms of communication relating to the conduct of the public business is subject to the Freedom of Information Act and subject to disclosure.
2. Orange Board members shall not use e-mail as a substitute for deliberations at public Board meetings, and/or shall not discuss policy matters or vote informally on any issues.
3. E-mail should be used to pass along factual information.
4. Security of e-mail communication cannot be assured. Orange Board members shall not reveal their passwords to others in the network or to anyone outside of it. If any Board member has reason to believe a password has been lost or stolen, or that e-mail is being accessed by someone without authorization, he/she shall notify the Superintendent, who will notify the district's Technology Administrator.
5. Personnel issues and other sensitive subjects should never be discussed in e-mail or through any form of social networking. The confidentiality of employee data, student data, and other sensitive subjects must always be maintained.

6. Orange Board members shall read and abide by the Orange Public School District's "Regulations for the Acceptable Use of Technology" (RAUT) which is published online at www.oess.org.

Any usage contrary to the aforementioned shall be reported immediately to the Superintendent and may result in the suspension and/or revocation of system access.

Accessing E-Mail

In an effort to encourage all Orange Board members to access e-mail, while maintaining public fiscal responsibility, the Orange Board of Education will loan to any Board member needing access, a modem, computer (when surplus is available), and other hardware peripherals to be returned to the Orange Technology Administrator upon leaving office. It will be the individual Orange Board member's responsibility to provide the hook-up and pay all consumable expenses associated with e-mail usage. In the event that an Orange Board member elects not to access e-mail, a hard copy of all e-mail directed to "Board" will be placed in the individual's Board packet delivered via courier, and will also be accessible in the Orange Board of Education Office.

Legal Reference: Connecticut General Statutes

The Freedom of Information Act.

1-200 Definitions.

1-210 Access to public records. Exempt records.

1-211 Disclosure of computer-stored public records.

Bylaw adopted by the Board: April 15, 2013