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

Status: ADOPTED

Original Adopted Date: 04/19/2021 | **Last Revised Date:** 05/15/2023 | **Last Reviewed Date:** 05/18/2026

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 electronic communications in the conduct of Board responsibilities:

1. The Board will not use 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 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 device or personally owned device) may be regarded as public records, which may be inspected by any person upon request, unless otherwise 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 District 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 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 on a social networking website have the potential to be disseminated far beyond the speaker's desire or intention, and could undermine public perception of the individual's fitness 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.

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Legal References	**Description**
144 Idaho 259 (2007).	Cowles Pub. Co. v. Kootenai Co. Bd. of County Commissioners
IC § 18-6726	TikTok Use by State Employees on a State-Issued Device Prohibited
IC § 74-202	Open Public Meetings – Definitions
IC § 9-337	Public Writings et. seq.
Idaho Executive Order	2022-06

Other References	**Description**
ISBA Policy Services	https://www.idsba.org/member-services/policy/

Cross References

Code	**Description**
5325	Employee Use of Social Media Sites, Including Personal Sites
5325	Employee Use of Social Media Sites, Including Personal Sites
5330	Employee Electronic Mail and Online Services Usage
5330	Employee Electronic Mail and Online Services Usage