

Bylaws of the Board

Electronic Communications

The use of email is an efficient and convenient way for members of the Ledyard Board of Education to communicate with other Board members, District employees, parents, and citizens of the community. Board member communications sent via e-mail shall conform to the same standards and requirements as other forms of communication, such as written communications, as directed by the Freedom of Information Act.

Guidelines for Board E-Mail Usage

The Freedom of Information Act mandates that all meetings of public agencies, such as school Boards, be open to the public. It is the policy of the Ledyard Board of Education that email 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, the following guidelines shall apply to the use of email by Board members when communicating with other Board members:

1. Email, like other written forms of communication relating to the conduct of the public business, is subject to the Freedom of Information Act and is subject to disclosure.
2. Board members shall not use email as a substitute for deliberations at public Board meetings, and/or shall not discuss policy matters or vote informally on any issues.
3. Email should be used to pass along factual information.
4. Board members should refrain from sending email concerning personnel issues and other sensitive subjects. The confidentiality of employee data, student data, and other sensitive subjects must always be maintained.

Legal Reference:

Connecticut General Statutes

Chapter 14, "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: August 3, 2005

Bylaw revised: June 21, 2017

LEDYARD PUBLIC SCHOOLS

Ledyard, Connecticut