

Cornerstone Chartered Public School

COM-01 Board Communications and Email Use Policy

1. Purpose This policy is intended to ensure that all communications related to the governance and operation of Cornerstone Chartered Public School are conducted in a secure, professional, and legally compliant manner. It outlines the appropriate use of email and other communication methods by Trustees, Officers, and key personnel.

2. Scope This policy applies to all members of the Board of Trustees, Officers, and any staff or individuals acting in an official capacity on behalf of the Board.

3. Official Email Use Requirement All school-related communications, including board business, must be conducted using official Cornerstone Chartered Public School email accounts (e.g., firstnamelastinitial@cornerstone-cs.org).

- Personal email accounts should not be used for board communications.
- Exceptions may be made in emergencies; however, such communications must be promptly forwarded to the individual's official school email account.

4. Compliance with RSA 91-A (Right-to-Know Law) Board-related communications are considered public records and may be subject to disclosure under New Hampshire's Right-to-Know Law.

- All board communications, regardless of platform or device, must be preserved and accessible for inspection if required.
- Use of personal email may subject private accounts to legal discovery.

5. Records Retention Cornerstone will implement appropriate tools, such as Google Vault or comparable systems, to retain and archive board-related communications as required by state law and the school's document retention policy.

6. Security and Confidentiality Trustees and staff must:

- Use passwords and two-factor authentication to secure access to school email accounts.
- Avoid forwarding confidential documents to personal accounts.
- Refrain from using group texts or unsecured messaging platforms for sensitive school business.

7. Best Practices

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- Use clear subject lines and formal salutations.
- Include a signature block with name, role, and contact information.
- Treat emails as official records—professional, factual, and mission-aligned.

8. Policy Acknowledgment All Trustees, Officers, and designated users shall sign an acknowledgment confirming they have received, understand, and agree to comply with this policy.

Adopted by the Board of Trustees on April 8, 2025.