



Contact:

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TO: Stanwood-Camano Board of Directors

FROM: Dr. Ryan Ovenell, Superintendent

SUBJECT: Second Reading - New Board Policy 1817 Technology Use by Board Members

DATE: July 7, 2026

TYPE: Action Required

New Board Policy 1817, Technology Use by Board Members, was brought before the Board for a first reading on June 16, 2026. The Board moved new policy 1817 forward for a second reading.

Recommendation: We recommend the Board approve the second reading of the New Board Policy 1817 Technology Use by Board Members.

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TECHNOLOGY USE BY BOARD MEMBERS

This policy is intended to support compliance with the Public Records Act and the Open Public Meetings Act, while protecting the personal interests of Board Members. Board Members should be familiar with and follow the policy outlined below regarding the use of technology.

Electronic Devices:

The Stanwood-Camano School District (“District”) shall make available to each elected Board Member a District laptop (“District-Issued Laptop”).

Board Members are encouraged to use their District-Issued Laptop for all business conducted in their capacity as a District Board Member (“District Business”). District Business is anything related to the conduct or performance of a governmental or proprietary function of the District or within the Board Member’s role or duties as a Board Member, including but not limited to communications with constituents related to District issues or matters considered as a Board Member that have or may come before the Board for discussion or action, Board deliberations, District operations, policy matters, personnel, finances or any matter within the scope of the Board Member’s official duties.. This does not include personal communications with family or others that are not within the scope of District Business.

Board Members shall refrain from using District-Issued Laptops for personal use, as District-Issued Laptops are the property of the District and the District retains the right to monitor, log, and inspect all user activity, files, internet browsing history, and communications, without prior notice.

Board Members shall use District-Issued Laptops in accordance with all relevant laws related to the use of electronic devices and all District policies, procedures, and practices. The District will provide training on laws, District policies and data security to each Board Member on an annual basis.

Board Members shall exercise reasonable care to avoid exposing District-Issued Laptops to malicious activity. If a concern arises, they will contact the District administration.

Digital Accounts:

The District shall provide each Board Member with access to official District communication accounts (“District Accounts”), including a District email account. The District will assist each Board member in setting up and accessing District Accounts.

Board Members shall use District Accounts for conducting District Business.

Board Members shall not use District Accounts for personal use, as District Accounts are the property of the District and the District retains the right to monitor, log, and inspect all user activity and communications within District Accounts, without prior notice.

Board Members shall refrain from using Unofficial Accounts to conduct District Business. “Unofficial Accounts” are those not provided by the District, including but not limited to non-District issued email accounts, non-District issued and administered text or instant messaging apps or platforms, non-District issued phones, and non-District administered social media accounts.

Retention of Records:

Board Members shall exercise reasonable care to retain public records, in compliance with the Public Records Act.

Board Members shall not delete or alter records, communications, or website or other history from District-Issued Laptops or District Accounts.

In the event that District Business related records are sent and/or received by a Board Member on a device other than the District-Issued Laptop or via an Unofficial Account, the Board Member shall promptly forward the record in its original form with all attachments to the Public Records Officer for the District within ten (10) business days. Within that time period, Board Members shall consult with the Public Records Officer if they need assistance forwarding the material. The District has established the following email for forward of all such records: publicrecords@stanwood.wednet.edu

All District Account records, District-Issued Laptop records and District Business related records on any device or account or from any source will be subject to applicable District records retention schedules. Board Members shall be aware of the independent technology retention limits for electronic records on non-District issued devices and Unofficial Accounts and shall work with the Public Records Officer to ensure such records are maintained in accordance with the applicable retention schedules.

Direct/Other Communications:

Due to urgency or convenience, the District recognizes that Board Members might occasionally use texts or telephonic communication which relate to District Business when the Board Member has not been provided a District-issued cell phone or is not able to utilize a District-issued landline telephone number. Board Members acknowledge that such contacts will constitute public records even if conducted on a personal electronic device or non-District Account. The Board Member shall promptly forward to the Public Records Officer all communications occurring using this non-District device or account. Upon request from the District, Board Members may also be asked to provide cell phone or telephone logs showing the contacts. The District has established the following email for forward of all such records: publicrecords@stanwood.wednet.edu

When communicating with another District representative who has been assigned a District-issued cell phone or landline, all such communications relating to District Business shall occur using the District-issued contact of the other party to the extent feasible. The District and Board acknowledge that emergent circumstances may impact communication means. In such cases, the Board member shall also forward all copies of the communication showing the contacts to the

email address stated above within ten (10) business days. Within that time period, Board Members shall consult with the Public Records Officer if they need assistance forwarding the material.

Board Members agree that, should they use a District-Issued Laptop or District Account for records related to District Business, that they authorize the District to search and obtain such records from their devices and accounts. With regard to District Business related communication on a device other than the District-Issued Laptop or via an official Account, in addition to the required retention and forwarding of those records as required above by this Policy, a Board Member shall also cooperate with the District to recover or restore any deleted or unavailable District Business related records. Board Members shall also cooperate by preparing and submitting any form or affidavit required by State law and the Public Records Act to facilitate compliance of the District. Such forms and affidavits shall detail under penalty of perjury, at a minimum, (1) what accounts and devices were searched, (2) when each search was conducted, (3) what search terms or methods were used for each search, and (4) whether the Board Member contacted any third-party service providers or others for records and, if so, (a) the contact information, (b) date of contacts and (c) the responses received.