

## **SCHOOL STAFF USE OF INTERNET AND OTHER FORMS OF ELECTRONIC COMMUNICATION**

### Electronic Communication

The Superintendent will annually remind school staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Teachers, administrators, and support staff must conduct themselves in ways that do not distract from or disrupt their job responsibilities. The orientation and reminders will give special emphasis to the following topics:

Teachers and other staff members are strongly discouraged from inviting or including current students as “friends” on social networking sites;

1. All communications between teachers and individual students shall be by district email;
2. Inappropriate contact via e-mail or phone is prohibited, including but not limited to;
  - A. Posting items with sexual content;
  - B. Posting items exhibiting or advocating use of drugs or alcohol;
  - C. Posting items encouraging or advocating other illegal conduct;
3. The District’s authority to monitor for compliance and enforce its policies and, when warranted, impose penalties for improper use of district computers and technology;
4. The possibility of disciplinary action, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The superintendent or designees may periodically review internet activity to see if teachers or other school staff have posted inappropriate material online. When inappropriate use of school computers and/or inappropriate content is discovered, the misconduct will be reported to the building principal or superintendent.

### Cell Phones/Text Messages

Teachers/coaches shall limit phone (cell and line) interaction with students to contact that pertains to legitimate school business. Legitimate school business includes, but not limited to:

- A. Answering inquiries regarding classroom assignments, meeting times, practice or rehearsal times, game information, and travel departures.
- B. Clarify classroom assignments, practice or game expectations.
- C. Scheduling meetings with the student or parents.

Club or organization sponsors and coaches who utilize cell phones to text messages or use social network sites to share information should always send general information to all members of the club, team or organization. These communications should be inclusionary rather than exclusionary for the benefit of all students. Use of the Remind App is recommended for all coaches.

Cell phone contact with students shall be as brief and direct as possible. When brief contact is not sufficient and/or feasible to resolve the matter, school personnel shall schedule face-to-face meetings before or after school to confer with the student.

Staff shall not send messages that contain material that may be considered by a reasonable person as profane or obscene; messages that are objectively offensive (i.e. racist or sexist); or messages that promote illicit, illegal or unethical activity; or messages:

- A. That violate the district's anti-discrimination policies;
- B. That are personal in nature and not related to the business of the district;
- C. That can be interpreted as provocative, flirtatious, or sexual in nature;
- D. That contain confidential information to persons not authorized to receive that information.

#### Computer use and Communication

All school staff members shall adhere to the following guidelines when sending or receiving messages via district internet or the district's external email:

- A. Messages as a general rule shall pertain to legitimate school business.
- B. Staff members are responsible for the content of electronic messages and/or postings on Facebook and other social networking sites. Staff members shall not reveal passwords to others. If a staff member believes that a password has been lost or stolen, or that email has been accessed by someone without authorization, he/or she should contact the Technology Director immediately. Email windows should not be left open on the screen when the computer is unattended.
- C. Staff members shall not send messages that contain material that may be ~~defined~~ considered by a reasonable person as obscene; messages that are racist, sexist or promote illegal or unethical activity, or messages;
  1. That violate the district's anti-discrimination policies;
  2. That are personal in nature and not related to professional responsibilities;
  3. That are broadcast to a large group of other personnel without supervisory permission;
  4. That contain confidential information to persons not authorized to receive that information.
  5. That can be interpreted as provocative, flirtatious or sexual in nature;
- D. Staff members learning of any misuse of the email systems shall notify the building principal immediately.

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