

General Personnel

GUIDELINES FOR USING PERSONAL TECHNOLOGY AND COMMUNICATING ELECTRONICALLY WITH STUDENTS, STAFF, AND PARENTS/GUARDIANS

The following guidelines are intended to help employees create appropriate and positive relationships with students, parents/guardians and staff in the event that electronic communication is used to communicate.

1. Do not discuss students, parents/guardians, or co-workers on your personal social networking site, even if you do not identify them as such.
2. Do not post any personally identifiable information regarding students, parents/guardians, or co-workers on your personal social networking site(s).
3. When communicating with students, parents/guardians, or staff via email, be conscientious about your email. Emails should be written with the same care and consideration as any other written correspondence. Emails should be proofread, should use complete sentences, and should be respectful, even in adversarial situations.
4. Do not, under any circumstances, use email, text messages, or social networking sites to develop or maintain a relationship with students. Do not send or receive sexually explicit or otherwise inappropriate pictures of any kind. Immediately notify your supervisor if you receive an inappropriate message/visual content from a student, parent/guardian or staff member.
5. Do not “friend” and/or “follow” students on social networking sites.
6. If you do “friend” and/or “follow” parents/guardians, or other staff members on social networking sites, be cautious of the personal information you post on your site.
7. Review your social networking site to determine if you have any inappropriate information on your site. If you do have inappropriate information that would be accessible to students, remove it.
8. It is advisable to set your privacy settings in a way that only your “friends” and/or “follow” can see pictures and information about you.
9. It is advisable to set your security settings to limit who can “tag” you in pictures or erase “tags” that would be inappropriate.
10. Be cautious about bringing personal technology devices to the workplace and storing such devices in your workspace in any manner that may allow students to gain access and/or view the electronic content.
11. Coaches and sponsors are to use the “Remind Me” app to communicate with parents and students.
12. Building staff who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.