

File: G23

## DIGITAL COMMUNICATION AND SOCIAL NETWORKING

The Superintendent and the School Principals will annually remind employees and orient new employees concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

1. improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting, telephone, or any other means of communication.
  - a. Employees may not list current students as “friends” on networking sites.
  - b. All digital communications with students should be through the district’s computer and telephone system, except emergency situations.
  - c. Under limited circumstances coaches, advisors, supervisors, and staff members acting as chaperones on field trips will need to provide students with their personal cell and/or home phone numbers for emergency, safety, security, medical or academic privacy matters, and scheduling and rescheduling purposes, in which case the messages will be copied to the appropriate administrator. Therefore, under these limited circumstances, the providing of private cell phone or home phone numbers to students will not be viewed as a violation of this policy. All other contact and messages by coaches with team members shall be sent to all team members.
  - d. Employees will not give out their private cell phone or home phone numbers without prior approval of the Superintendent, or his designee, except in the limited circumstances listed above.
  - e. Inappropriate contact via e-mail or phone is prohibited.
2. inappropriateness of employees posting items with sexual content
3. inappropriateness of employees posting items exhibiting or advocating use of drugs and alcohol
4. examples of inappropriate behavior from other districts, as behavior to avoid
5. monitoring and penalties for improper use of district computers and technology
6. the possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

When inappropriate digital communications with students or use of computers and websites is discovered, the School Principals and Superintendent will promptly bring that inappropriate use to the attention of the employee and may consider and apply disciplinary action up to and including termination.

1st reading: Reg SC Mtg 6/15/2011

2nd reading: Reg SC Mtg 7/6/2011