



Book	Policy Manual
Section	800 Operations
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Purpose

Staff members are expected to maintain a high degree of professionalism in all communications. Given the potentially broad reach of electronic communications and the propensity for reaching unintended recipients, staff members must be particularly cognizant of the need for professionalism in regard to their electronic communications.

Employees should not publically defame themselves, the school district, its students, or stakeholders in any way or in any venue. Employees should not foster non-professional relationships with students expressed by any means. Teachers should use the greatest amount of wisdom and professionalism when fostering relationships among adult stakeholders. Employees should use their time on district devices and networks legally, productively, and for work purposes.

A very broad range of Web-based/Internet tools are potentially available for use in the classroom. Staff members must make the district aware of the Web-based/Internet tools they wish to use with their students using a district provided online registry. Staff members must also provide a means for the district to monitor, and if necessary, edit any materials shared with students.

Guidelines

Examples of electronic communications which are prohibited for staff members to engage include, but are not limited to:

1. Sending communications to students that are not related to the overall mission of the district.
2. Providing a staff member's personal cell phone number to students.
3. Placing a phone call to a student's personal cell phone.
4. Sending sms/text messages to students.
5. E-mailing students from a staff member's personal email account.
6. Providing students with a staff member's personal email (non-district provided) account/address.

7. "Friending" or otherwise adding students to their circle of contacts on an online social networking site whose function does not involve enhancing the educational goals of the district.
8. Publically displaying or posting online material that would be disruptive to the educational process, including, but not limited to provocative statements, provocative photographs, and/or other public or online activities that would jeopardize the professional nature of the staff-student relationship.
9. Using any district device or network to send or attempt to send a communication anonymously or in any manner so as to disguise the identity of the actual sender.
10. Representing personal opinions as those of the district.
11. Using any district device or network to upload, download or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the district, or the district itself.
12. Revealing or publicizing confidential or proprietary information.
13. Disclosing personally identifiable information related to a student, except in strict accordance with Board Policy and the Family Educational Rights and Privacy Act and the regulations promulgated there under.
14. Using any district device or network to facilitate or participate in blogging, unless used for a clear educational purpose and otherwise consistent with law and Board Policy.
15. Using any district device or network to participate in or facilitate chat rooms unless used for a clear educational purpose and otherwise consistent with law and Board Policy.
16. Using any district device or network to download files, games, music or video, unless, for a clear educational purpose, and always in accordance with Copyright and Fair Use Guidelines.
17. Sharing passwords to district operated systems with or allowing passwords to district operated systems to be used by anyone else.

Staff are encouraged to use a district provided means of communication (e.g. district e-mail, district phone) when contacting students. However, emergency circumstances may arise that require a staff member to communicate with a student via a non-district provided method of communication. In such an instance, it is the responsibility of the staff member to report such situations to their supervisor at the first opportunity.

Web Tools

Web-based/Internet tools which involve some type of two-way communication (e.g. sites that offer the ability to post information) have specific limitations for use by teachers when used with their students. The Superintendent, or his/her designee, may approve for district-wide use or prohibit from district-wide use specific Web-based/Internet tools. (A list of both will be posted).

All Web-based/Internet tools to be used by staff members that involve some type of two-way communications must be registered with the school district. Staff members must provide school district administrators with accessibility to monitor and, if necessary, edit any materials shared with students.

Any Web-based/Internet tool used with students must have a clear educational purpose.

When creating student accounts, teachers must adhere to the requirements of the Children's Online Privacy Protection Act of 1998. Specifically, teachers must obtain written permission to create accounts for children under the age of thirteen (13).

Teachers and students must conform to the Terms of Use for the specific Web-based/Internet tool. For example, some Web-based/Internet tool's Terms of Use restrict use to those thirteen (13) years or

older or eighteen (18) years or older.

Student comments can be posted without teacher approval if the website is self-contained to the class with a log-in. Pages with two-way communication should restrict the viewers to students in your classes. By doing so, only students and staff with CB logins can view any comment.

Any comments or posts made by students must be able to be deleted by teachers and school district administrators.

A password or other means of restricting access to members of the CBSD educational community must be available and used.

Consequences

The Superintendent or designee shall be responsible to carry out disciplinary action with regard to improper use of technology.

The consequence for inappropriate use will result in disciplinary action in accordance with established disciplinary procedures and if the inappropriate use violates federal or state laws, it will be formally reported to the proper legal authorities.