

**Internet Searches Regarding Potential Employees**

Members of the administrative team or of a hiring committee (hereinafter “the committee”) may conduct internet research about job applicants by using the following protocol, except that no criminal history record information check will be made until the school district has determined that the applicant meets the minimum employment qualification.

1. The committee may conduct Internet searches using Google candidates’ full names and any aliases. The committee may also search candidates’ full names and any aliases on Facebook, Instagram, LinkedIn, Twitter, YouTube, and other social networking websites.
2. All applicants or all finalists must have the same research conducted about them. For example, if the committee conducts a search on Google using the name of one applicant in order to determine whether to include that applicant in the list of finalists, then the committee must conduct an identical search of all applicants’ names.
3. The committee may not use deception to gain access to applicants’ social networking pages, blogs or other on-line media and will not require applicants for employment to provide the district with their username or password to personal social media accounts.
4. The committee must take reasonable steps to verify the reliability of the information obtained in the search, including consulting with the applicant for confirmation of accuracy, if appropriate.
5. The committee will consider the following information to be relevant in making hiring decisions about an applicant based on information obtained through internet research:
  - a. Disparaging remarks made about current or former co-workers, supervisors or employers,
  - b. Discriminatory, harassing or demeaning behavior or comments,
  - c. Unprofessional, lewd or obscene behavior or remarks,
  - d. Criminal activity

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- e. Information which indicates the applicant will or will not be able to perform the essential functions of the position sought; and
- f. Information which indicates that the applicant is particularly suited or unsuited to the position sought.

6. The committee will retain documents to demonstrate its compliance with this policy with other documentation relevant to the job search.

Adopted on: July 13, 2010  
Revised on: August 12, 2014; November 13, 2018  
Reviewed on: October 9, 2012; August 12, 2014; January 12, 2016; November 13, 2018; April 12, 2023;