



## EMPLOYEE USE OF NETWORKING SITES

Technology will be used to complement and foster public education. Utilization by employees must not distract from or disrupt the educational process. Proper decorum is the standard of conduct expected of a professional. That standard will apply to the use of technology and social networking sites.

The Superintendent will ensure that staff members are reminded and informed of the importance of maintaining proper decorum when using technology as well as in person.

Prohibited conduct includes:

- Improper fraternization with students.
- Listing current students, except for the staff person's relatives, as friends on personal social networking sites.
- Inappropriate email or phone contact with students.
- Posting items containing inappropriate sexual content.
- Posting items exhibiting or advocating illegal use of drugs or alcohol.

All contact and messages, including those originating from a private computer or cell phone, by teachers/coaches/advisors should be school-related. Messages shall be sent to all students involved, except for those concerning medical or academic privacy.

When interacting with each other, District staff and students shall:

- Not include in electronic communication between staff, students, and/or parents/guardians comments or content that would not be acceptable in a face-to-face communication;
- Not disclose, use, or disseminate unauthorized personal information of another person;
- Distinguish between personal social networking sites and professional social networking sites; Staff shall not invite or accept current District students, except for the staff person's relatives, into any personal networking sites; and
- Evaluate all information for its accuracy, reliability, and authority.

The administration will monitor improper use of technology, and impose sanctions up to and including dismissal from employment. Employees have no expectation of privacy with respect to utilization of district property, or engagement in social networking sites.

Disciplinary action may be taken against staff or students whose communications (on or off-site) constitute a threat or cause a substantial disruption to the education environment or substantially interferes with

another's rights. Criminal action may be taken if the communication constitutes a threat.

**[Added: 02/13/12]**

**[Amended: September 22, 2014]**