



Book	Policy Manual
Section	300 Employees
Title	Electronic Communications With Students
Code	352
Status	Active
Adopted	August 12, 2014
Last Revised	April 12, 2016

Purpose

The Board recognizes the prevalence of the use of electronic communications. The purpose of this policy is to ensure that electronic communications between an employee and a student is done for appropriate educational purposes with the knowledge of the parent/guardian of the student and consistent with the public and professional standards for communication with students.[4]

Delegation of Responsibility

The Board directs that the administration of this policy shall be the responsibility of the Superintendent and his designees.

The Board directs the Superintendent or designee to create and maintain administrative regulations, to be known as "Expectations for Communicating Electronically with Students" and to communicate these administrative regulations to employees on an annual basis.

Guidelines

All electronic communications conducted by an employee with a student shall relate directly to education or extra-curricular programs or activities of the district. Authorized methods of electronic communications are the following:

1. District-provided email;
2. District-sponsored web site (including school and teacher web pages);
3. Telephones (not including texting, unless otherwise permitted by this policy or its regulations); and
4. Other electronic communication methods that are authorized by the administration in support of educational or extra-curricular programs or activities, including but not limited to social networking websites.[1]

Unacceptable forms of communications are set forth in the administrative regulations to this policy.

Calling or texting to student personal cell phones shall only occur as defined in this policy or as allowed by other district policies.

Usage

All electronic communications occurring at any time by employees to students shall be in a professional manner related to the district's educational mission.

Employees shall be prohibited from using any authorized electronic communication methods with students for purposes not related to educational or extra-curricular programs or activities of the district except as specifically authorized by school administration or in the event that an employee and a student are immediate family members or close relatives.[2]

The Board recognizes that text messaging may be a form of electronic communication that is valuable when emergency or time sensitive contact with students by employees is necessary.

Such contacts include but are not limited to:

1. Employee coaches who need the ability to quickly reach student athletes, team members, etc.
2. Employee advisors of extra-curricular programs or activities who need the ability to quickly reach student participants; and
3. Employees chaperoning district field trips who need the ability to monitor the locations of students.

Employees shall only use text messaging to communicate with students in emergency or time sensitive situations. It shall not be utilized as a regular method of communication with students. Employees, who anticipate the need for emergency or time sensitive contact with students by text message, shall make parents/guardians aware at the beginning of the school year/athletic season that s/he may use texting to communicate with students.

Reporting

Employees shall report in writing to their building principal or his/her designees any student initiated electronic communication that may be constructed as improper and/or inappropriate. Such reports shall be made immediately or at the employee's first available opportunity.

Records of any reported improper and/or inappropriate electronic communications shall be maintained by the building principal, in accordance with the district's record retention scheduled. Any suspected violation of this policy shall be investigated with the employee to review his/her response to the allegation.

Violations

Employees shall be required to comply with Board policy regarding electronic communications with students. Any failure to do so may constitute cause for disciplinary action, up to and including termination from employment. Should an employee's failure to comply also violate state or federal law, the Superintendent or his/her designee shall report such violation to the proper authorities.[3]

Legal

1. Pol. 901
2. Pol. 815
3. Pol. 317
4. Pol. 824

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