

Digital Communication Policy

While digital communication serves as a tool for the Park Tudor community to connect with one another, share educational resources, create and curate educational content, and enhance the classroom experience, when misused it can also inflict real harm to individuals and to the community as a whole. "Digital communication" is defined here as including, but not limited to, social media; e-mail; texting; Skype; chatrooms; telephone calls and any other electronic communication applications, either available currently or in the future.

The policy below is designed to guide Park Tudor students in their use of digital communication while upholding Park Tudor's core values of integrity, intellectual engagement, resourcefulness, respect, and responsibility.

Communicating respectfully and appropriately with others is vital to maintaining appropriate boundaries, even when others initiate electronic interaction. You are responsible for your actions digitally and elsewhere.

The following guidelines are for all PT students who use various digital communication tools. **Failure to adhere to them may lead to disciplinary action, up to and including dismissal from school.**

Guidelines and Expectations:

Social media by its very definition is not private. Always consider the consequences of your digital actions.

1. All forms of digital communication may permanently be subject to the viewership of anyone, anywhere. Assume everything is public and could be seen by students, teachers, administration, staff, and/or parents.
2. Students must be responsible in all digital communication and should demonstrate respect. Use of offensive language or imagery is prohibited. Likewise ---
 - Accessing, posting or exchanging images containing pornography, nudity and/or depicting sexual activity (sexting) are forbidden under any circumstances.
 - Posting comments for the purpose of intimidating or humiliating others is forbidden.
 - Sharing, liking, or re-posting offensive or pornographic content is condoning this behavior and is forbidden.
3. Students are responsible for their behavior and actions in their digital communications as described in this Park Tudor Parent/Student handbook, this Student Digital Communication Policy and the school's core values.
4. Students must refrain from cyber-bullying in any form. Cyber-bullying includes, but is not limited to, any form of digital communication evidencing discrimination, harassment, denigration, outing, personally attacking, intimidation, threatening and other offensive

comments or images. Cyber-bullying will result in disciplinary action at school and may be a crime.

5. Students should always report threatening or inappropriate behavior, including improper digital communication. If a student sees a message, comment, image, video, or any other digital communication that causes the student to be concerned for anyone's personal safety or wellbeing, the student should immediately notify an adult in the Park Tudor community with whom they feel comfortable.

6. Students must respect others' privacy online and never share personal or confidential information about themselves or others. Sharing personal information, such as birth date, phone number, address, or financial information can pose a security risk. Students should not post images or videos of others without their permission. Students should also not create fictitious identities or accounts digitally.

7. Students are prohibited from engaging in private, *non-school-related* digital communication with faculty and/or staff. In particular, *friending*, following, or engaging in social media usage with an employee *for non-academic purposes* is not permitted while the student is enrolled at Park Tudor. Park Tudor employees are held to this same standard of conduct and are not permitted to engage in social media usage with students for non-academic purposes.

8. Students should remember that their use of digital communication reflects on them and Park Tudor. Therefore, any use of Park Tudor's name or logo/visual representation(s) must be authorized by the school.