

## General Personnel

### Personal Technology and Social Media; Usage and Conduct

#### Definitions

**Includes** - Means “includes without limitation” or “includes, but is not limited to.”

**Social media** - Media for social interaction, using highly accessible web-based and/or mobile technologies that allow users to share content and/or engage in interactive communication through online communities. This includes, but is not limited to, *Facebook, LinkedIn, , Twitter, Instagram, TikTok, and YouTube.*

**Technology** - Any device that is t used to communicate with staff or students and which: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes computers, tablets, smartphones, and other devices.

#### Usage and Conduct

All District employees who use technology and social media within the scope of their employment within the District and/or to communicate with students shall:

1. Adhere to the high standards for Professional and Appropriate Conduct required by policy 5.120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, at all times, regardless of the ever-changing social media and technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policies 5.20, *Workplace Harassment Prohibited*; 5.100, *Staff Development Program*; 5.120, *Employee Ethics; Conduct; and Conflict of Interest*; 6.235, *Access to Electronic Networks*; and 7.20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or technology pursuant to a school employee’s obligations under policy 5.90, *Abused and Neglected Child Reporting Child Reporting*.
6. Not disclose confidential information, including but not limited to school student records (e.g., student work, photographs of students, names of students, or any other personally identifiable information about students) or personnel records, in compliance with policy 5.130, *Responsibilities Concerning Internal Information*. This means that technology and social media may not be used to share, publish, or transmit information about or images of

students and/or District employees without proper approval. For District employees, proper approval may include implied consent under the circumstances.

7. Refrain from using the District’s logos without permission and follow Board policy 5.170, *Copyright*, and all District copyright compliance procedures.
8. Use technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
9. Assume all risks associated with the use of technology and social media at school or school-sponsored activities, including students’ viewing of inappropriate Internet materials through the District employee’s technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees’ technology and social media.
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.

- Ill. Human Rights Act, 775 ILCS 5/5A-102.
- Right to Privacy in the Workplace Act, 820 ILCS 55/10
- Code of Ethics for Ill. Educators, 23 Ill.Admin.Code §22.20.
- Garcetti v. Ceballos, 547 U.S. 410 (2006).
- Pickering v. High School Dist. 205, 391 U.S. 563 (1968).
- Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 4.165, 5.20, 5.30, 5.100, 5.120, 5.130, 5.150, 5.170, 5.200, 6.235, 7.20, 7.340.

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