



HUM-A037-STAFF PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA

ADMINISTRATIVE POLICY

HUMAN RESOURCES

SUMMARY

Salem-Keizer Public Schools recognizes that social media is a valuable tool for staff, students and the community to collaborate, communicate and discuss topics of public concern. The district also recognizes that social media, when used improperly, can cause a significant disruption to the learning and work environments, and interfere with the district's Safe and Welcoming Schools resolution.

INSTRUCTION

1. Staff possession or use of personal electronic devices on district property, in district facilities during the workday, and while the staff member is on duty in attendance at district-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the superintendent or designee. At no time will a personal electronic device be used in a manner that interferes with staff duty and responsibility for the supervision of students.
 - a. A "personal electronic device" is a device not issued by the district and is capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data.
 - b. The expectations for staff use of district electronic resources is outlined in HUM-A003-Computer, Mobile Devices, Network, Email, and Social Media Accounts: Staff Use.
2. Personal electronic devices shall be silenced during instructional or class time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with a work assignment. Using a personal device to take photographs or record audio or video shall not violate student privacy laws (FERPA) or interfere with the safety of the facility, staff, or students. Posting pictures or video of school facilities, student work or conduct, or individuals at work locations, schools, or school-sponsored activities may cause a disruption to the learning or work environment.
3. The district will not be liable for loss or damage to personal electronic devices brought to district property and district-sponsored activities.
 - a. For more information about using personal devices for district business please see TIS-A002- Personally Owned Technology Equipment Used for District Business.
4. Staff members, while on duty and off duty, will utilize social media websites, public websites, and blogs judiciously by not posting confidential information about students, staff, or district business. Staff may not post images of district facilities, staff, students, volunteers, visitors, or parents/guardians without written authorization from persons with authority to grant such a release. Staff members may post images taken at events that are open to the public and do not contain confidential information as long as the images comply with district policy. Staff members will treat fellow employees, students, and the public with respect while posting on social media websites, etc., in order to prevent substantial disruption in school or the work environment.
5. Communication with students using personal electronic devices will be appropriate and professional and will be made using District approved resources. Communication with students using personal electronic devices regarding non-school-related matters is generally prohibited. An example of permitted communication with students regarding non-school matters would be a staff member communicating with a student who is the staff member's own child or relative.
 - a. For more information about using electronic communication tools with students and families please see HUM-W050-Staff Use of Electronic Communication Tools, HUM-W039 Staff and Student Interactions, and PAP-W006-Maintaining Appropriate Student Boundaries.

6. Staff are subject to disciplinary action up to and including dismissal for using a personal electronic device in any manner that violates the terms of any district policy. Staff actions on social media websites, public websites, and blogs that disrupt the school or work environment may be subject to disciplinary action up to and including dismissal.
 - a. A “disruption” for purposes of this policy includes, but is not limited to, one or more parents threatening to remove their children from a particular class or particular school, actual withdrawal of a student or students from a particular class or particular school and/or a threatened or actual negative impact on the learning and/or work environment.
 - b. Social activism by staff is permitted as outlined in ADM-P011, Social Activism.
7. The taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs in the workplace, while on duty, while using district electronic resources, or involving students or minors will be reported to district staff, law enforcement, and/or other appropriate state or federal agencies.
8. The superintendent shall ensure that this policy is available to all employees.

APPLICABILITY

- All staff

ASSOCIATED DOCUMENTS

- [ADM-P011, Social Activism](#)
- [HUM-W050-Staff Use of Electronic Communication Tools](#)
- [HUM-W039 Staff and Student Interactions](#)
- [PAP-W006-Maintaining Appropriate Student Boundaries](#)
- [TIS-A002-Personally Owned Technology Equipment Used for District Business](#)

APPROVAL AUTHORITY

- Executive Administration

REVISION HISTORY

- 11/30/2021 – New Policy
- 06/13/2022 – Updates throughout the document
- 10/27/2023 – Added applicability and related policies; updated formatting to meet accessibility requirements.