Hewlett-Woodmere Public Schools

Policy 4526.2

ELECTRONIC COMMUNICATIONS POLICY

The methods of electronic communication in the Hewlett Woodmere Public Schools continue to expand. Technology changes communication capabilities. The expectation for appropriate use of all forms of electronic communication by students and staff remains. These methods of communication are no different from other forms of communication in impact and consequence, and both District-related and legal consequence.

The District reserves the right to retain and access all forms of electronic communication. Such information may be subject to disclosure in accordance with federal and state law.

The Superintendent or designee will develop regulations for the use of electronic communications.

Policy Adopted: May 11, 2000
Amended: October 22, 2008
Abolished: February 14, 2018

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Regulation 4526.2

ELECTRONIC COMMUNICATIONS POLICY

The methods of communication in the Hewlett-Woodmere Public Schools have become more sophisticated with the introduction of our district-wide network and the implementation of our electronic mail system. Technology changes communication capabilities. The expectation for appropriate use of all forms of electronic communication by students and staff remains. These methods of communication are no different from other forms of communication in impact and consequence, both District-related and legal.

The following are guidelines regarding the use of electronic communications:

The District's electronic communications systems are provided to assist in the communication of our instructional and administrative practice and should be used accordingly.

There is no assumption of confidentiality. The District retains copies of communications in accordance with New York State records and retention criteria. Deletion by a user does not remove the material. In the event of legal proceedings, the District could have a legal obligation to disclose all messages, including assumed deleted messages.

Electronic communications must be consistent with standards of professional and appropriate conduct. Electronic communications are not to be used to create, display or forward any offensive and disruptive material including, but not limited to, messages, photographs, graphics, audio and multimedia materials. The District policies barring harassment, bullying, sexual harassment and discrimination apply to the electronic communication systems.

All communication must be consistent with the District Code of Conduct, Internet Safety Policy, Information and Communication Network Internet Acceptable Use Policy, and school Handbooks.

The District reserves the right to review messages created, received or transmitted over the systems. The District respects appropriate use of its electronic communication systems; however, users do not have a personal privacy right in regard to any items developed in, sent from, or received through the District's electronic communication systems.

Personal communications are permitted, but abuse of the privilege is subject to appropriate discipline. When individuals other than students or staff are granted access to District electronic communications systems, they must agree in writing to the terms and conditions of District policies and regulations.

Violation of this policy or use of the District's electronic communication systems for improper purposes shall be subject to discipline, subject to the terms of any applicable collective bargaining agreement.

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