

USE OF SOCIAL MEDIA SITES AND ELECTRONIC COMMUNICATION

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

1. Improper fraternization with students using any social media including but not limited to Facebook and other social sites or networks; other media sharing sites; chat rooms; telephone or cell phones; texting; or other digital means.
 - a. Staff members may not list or connect with current students on non-academic networking sites.
 - b. All e-contacts with students should be through administration approved sites.
 - c. Inappropriate contact via e-mail, phone, or texting is prohibited.
2. Inappropriateness of posting items with sexual content or advocating use of illegal controlled substances, including drugs and alcohol.
3. Monitoring and penalties for improper use of district computers and technology.
4. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The Superintendent or designees may monitor web sites to see if school personnel have posted inappropriate materials on-line. When inappropriate use of computers and web sites is discovered, the School Principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination.

This policy will be reviewed on a regular basis.

Source: MASC

Adopted: September 2016