



Coquille

School District #8

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COQUILLE SCHOOL DISTRICT POLICY ON STAFF USE OF ELECTRONIC DEVICES

Personal electronic devices include any non-district-issued device capable of communication, recording, or displaying information.

Staff may use personal electronic devices on district property and during district activities, but usage must not interfere with their duties, especially in supervising students.

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.

Personal devices, which have the capability to take photographs or record video or audio, shall not be used for such purposes while on district property or while a staff member is on duty at district sponsored events, unless expressly authorized by the principle for a use directly related to and consistent with the employees assigned duties.

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, or parents without the written authorization from persons with authority to grant such a release.

Staff members, while on duty or off duty, will treat fellow employees, students and the public with respect while posting on social media websites, etc. in order to prevent disruption in school.

Communication with students using personal electronic devices will be appropriate and professional. Communications with students using personal electronic devices regarding non-school related matters is prohibited during work hours and strongly discourages at all other times.

If communicating with students electronically regarding school related matters, staff should text a group rather than an individual student. For example, if a coach needs to text an individual athlete regarding a sports team matter, that coach needs to include an assistant coach in the text, or send the text to a group of athletes.

Staff are subject to disciplinary action, up to and including dismissal for using personal electronic devices in any manner that is illegal or violates the terms of this policy. Staff actions on social media websites, public websites and blogs, while on duty, which disrupt the school environment, are subject to disciplinary action up to and including dismissal.

By Signing below, I authorize that I have read, understand and will comply with this policy:

Printed Name _____

Date _____

Signature _____