

Traceable Communications

The Board shall designate a traceable communication system to be the exclusive means for District employees and volunteers to communicate electronically with students. The Principal of each school shall provide parents written or electronic notification within the first ten (10) days of the school year of each electronic school notification and communication program designated within the traceable communication system. The notification shall include instructions for parents to access and review communications sent through each electronic school notification and communication program.

A District employee or volunteer, unless authorized, shall not communicate electronically with a student:

1. Outside of the traceable communication system designated by the Board; or
2. Through an unauthorized electronic communication program or application.

This shall not restrict any electronic communications between a student and his or her family member who is a District employee or volunteer.

DEFINITIONS**Family**

“Family member” means parent, brother, sister, son, daughter, aunt, uncle, or grandparent.

Parent

“Parent” means parent, legal guardian, or other person or agency responsible for a student.

District Employee or Volunteer

“District employee or volunteer” means a school administrator, classified or certified employee volunteer, nonfaculty coach or assistant coach, student teacher, or sponsor of an extracurricular program or activity.

Traceable Communication System

“Traceable communication system” means one (1) or more electronic school notification and communication programs or applications that:

- a. Are designated by a Board of Education;
- b. Trace all communications sent to or by a student; and
- c. Provide parents an opportunity to access and review those communications.

UNAUTHORIZED ELECTRONIC COMMUNICATION

“Unauthorized electronic communication” means an electronic communication with a student by a District employee or volunteer who is not the student's family member that occurs outside of a designated traceable communication system and without prior written parental consent; and includes any personal email account, text messaging, social media, or other electronic notification and communication programs outside of the traceable communication system.

Traceable Communications**APPROVED FORMS OF COMMUNICATION**

ACELLUS	AET Systems	Amplify Desmos Math K-5
Amplify Desmos Math 6-Algebra 1	Bright Arrow	Book Creator
BusinessU	Captura	Classwork
Clever	CodeHS	Edpuzzle
Formative	Frontline	Google (Docs, Sheets, Slides)-when providing comments to a student, comments must be tagged to the student so the communication is traceable through email.
HMH Into Literature	Imagine Learning (Edgenuity)	Infinite Campus
IXL	Math 180	Outlook kenton.kyschools.us
Pear Deck	PLTW	Read 180
ReadWorks	SchoolAI	Schoology
SmartPass	Snorkl	SportsYou
Study Sync	Studies Weekly	TCI
Xello	Blackboard (Anthology)-Gateway Community College/Morehead State University for KCSD staff delivering dual credit instruction	Canvas- NKU/Thomas More for KCSD staff delivering dual credit instruction
EAB/Navigate- NKU for KCSD staff	Outlook (kctcs.edu domain)-Gateway Community College for KCSD staff delivering dual credit instruction	Starfish (EAB)-Gateway Community College for KCSD staff delivering dual credit instruction

CONSENT TO AUTHORIZE

A parent may submit written consent to authorize a designated District employee or volunteer who is not a family member to communicate electronically with his or her child outside of the traceable communication system.

REPORTING

A District employee or volunteer that receives a report alleging that another District employee or volunteer participated in unauthorized electronic communication shall immediately notify the Principal.

Traceable Communications**REPORTING (CONTINUED)**

If the subject of the report is the Principal, the employee or volunteer shall immediately notify the Superintendent.

If the subject of the report is the Superintendent, the employee or volunteer shall immediately notify the Commissioner of Education and the Chair of the local Board.

Upon receipt of a report alleging that a District employee or volunteer participated in unauthorized electronic communication, the Commissioner of Education, a Principal, or the Superintendent shall immediately:

1. Notify the parent of each student that is an alleged party to the unauthorized electronic communications; and
2. If the individual that is the subject of the report is a certified employee:
 - a. Notify the Education Professional Standards Board, which shall promptly investigate all allegations received under this subsection and proceed with appropriate disciplinary actions in accordance with [KRS 160.145](#); and
 - b. Investigate the underlying allegations and proceed with appropriate disciplinary actions in accordance with [KRS 161.790](#);
3. If the individual that is the subject of the report is a classified employee, investigate the underlying allegations and proceed with appropriate disciplinary actions in accordance with [KRS 161.011](#)(7); and
4. If the individual that is the subject of the report is a District volunteer, the school or District shall investigate the underlying allegations and, if substantiated, the volunteer shall be prohibited from future school and District volunteer opportunities.

A Principal or Superintendent who violates shall be subject to disciplinary action in accordance with [KRS 161.120](#) and [KRS 156.132](#).

REFERENCES:

[KRS 156.132](#)
[KRS 160.145](#)
[KRS 161.011](#); [KRS 161.120](#); [KRS 161.790](#)

RELATED POLICIES:

03.1321; 3.13214; 03.1325; 03.162; 03.17
03.2321; 03.23214; 03.2325; 03.262; 03.2621; 03.27
03.6
08.13531; 08.2323

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