

RANCHO SANTA FE SCHOOL DISTRICT

Board Policies Covering All Employees

Board Policy No. 4022: COMMUNICATIONS FROM EMPLOYEES TO PUPILS

- A. District certificated employees and other staff members are strongly encouraged and expected to regularly communicate with pupils with whom they have an established professional relationship because of their employment with the District. All such communications should be of a professional nature and directly related to the educational needs of the pupils. All such communications must protect the privacy rights of pupils, and not disclose confidential pupil information to others who have no legal right of access to confidential pupil information. These communications may take many forms including electronic communications. All electronic communications should be through the District's e-mail system or other District network systems.

- B. District certificated employees and other staff members are strongly discouraged from communicating with pupils outside of the school environment with whom they have no established professional relationship, other than brief incidental contacts, unless a familial relationship exists or there is an established professional relationship because of some other educational organization or activity.

- C. District certificated employees and other staff members are strongly discouraged from interacting or communicating with pupils on social networking sites such as Facebook, LinkedIn, Twitter or Instagram unless there is a familial relationship or other special relationship made known to the Superintendent or designee and approved by the Superintendent or designee prior to any such communications.

- D. District employees are strongly encouraged to take precautionary steps with regard to social networking sites, including but not limited to the following:
 - 1. Utilize privacy settings and set them to the most restrictive in order to limit what can be viewed by the general public.
 - 2. Not interact with any former pupils of the District until they are at least eighteen (18) years of age.
 - 3. Use direct messaging when sharing personal information as opposed to wall posts or other public posting methods.
 - 4. Recognize that material or information posted on the Internet generally is not private.
 - 5. Recognize that unprofessional online content viewed by District employees, parents of District pupils, and District pupils will undermine one's ability to

effectively perform his or her job duties. Examples include, but are not limited to, sexual or pornographic materials and unprotected expression disparaging District personnel, pupils or parents of pupils.

- E. Employees who violate this Policy shall be subject to disciplinary action up to, and including, dismissal.

Legal Reference:

Education Code Sections 35161

Date Policy Adopted By The Board: March 3, 2011

Date Policy Revised By The Board: July 18, 2013