2023-2024
Electronic Media Use With Students

LOCAL POLICY DH
2023-2024

Policy States….

- A certified or licensed employee, or any other employee MAY communicate through electronic media with students who are currently enrolled in the district.
- All other employees are PROHIBITED from communicating with students who are enrolled in the district through electronic media.

APPROVED Electronic Media Used with Students

- Text messaging *
- Instant messaging*
- Professional Social Media Twitter/Facebook*
- Remind/Blackboard - NO Chat
- Electronic mail (NISD email ONLY)
- Video-sharing Web sites (YouTube)
- Google Meet/Hangouts or Zoom
- Landlines/Cell phones

Conditions Apply – See Approved Employee information.

Virtual Meeting Guidelines

Exceptions included for special services. Best practices include having a parent/guardian present for session. (Speech, Special Ed. ESL, Dyslexia and 504)

- Users must record and save all live meeting sessions.
- All meetings should include the host plus two or more persons.
- Begin all meetings, no earlier than 5 minutes prior to the scheduled time, muted until two or more students appear. You may use the chat feature to communicate expectations.
- End all meetings muted until all students have left the session. Do not leave students in a session unsupervised.

PROHIBITED Electronic Media with Students

- Personal Social Media: Twitter/Facebook
- Tik Tok, Instagram, Snapchat and other video/photo sharing programs
- Electronic forums and private chat rooms
- Personal/private email accounts

Exception to the Policy

An employee is not subject to the following provisions...

- The employee has an appropriate social or family relationship with a student.
- The student is the child of an adult friend.
- The student is a friend of the employee's child.
- The student is a member or participant in the same civic, social, recreational, or religious organization.

Unless you are a teacher, trainer, or other employee who has an extracurricular duty, you are NOT allowed to communicate directly with students through **text messaging without authorization.**

Approved Employees

- All employees may use any form of approved electronic media **EXCEPT** text or instant messaging, unless special permission is given by an administrator.
- **Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then ONLY to communicate with students who participate in the extracurricular activity over which the employee has responsibility.**
- **Those seeking use must have administrative approval via a signed Electronic Agreement Use form.**

****NISD TEXTING POLICY****

- **Employee shall include the parent or guardian in the text message. (Not an option)**
- **Employee shall either include their campus administrator in the text OR**
- **Employee shall screen shot the text and send a copy of the message to themselves in an email for archive records.**

Student Communication Content

This includes all media formats:

- The employee shall limit all approved communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, and matters relating to the extracurricular activity.

Hours of Contact

- The employee shall not directly communicate with any student between the hours of 11:00 PM and 6:00 AM. An employee may, however make public posts to a social media site, blog, or similar application at any time.
- **Exception**: Communication for emergency situations during these hours for extracurricular activities will be allowed.

Social Media

Twitter and/or Facebook

- Accounts created for classrooms or for any other student group. team, or organization must be made PUBLIC. There should be NO request for membership.
- All posts from the account must be for educational use only.
- The employee may **NOT** use the account to follow students.
- NISD advises all personnel remove students from personal Twitter and Facebook accounts.
- Keep students safe! Do not post first and last names of students with photos.

Privacy and Rights

Right to Privacy

- The employee does not have a right to privacy with respect to communications with students and parents.

Information Requests

- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently enrolled students.

Communication

- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication

Who Does this Policy Impact?

- All NISD Employees
- Student Teachers are not allowed to communicate with students via email, text or social media as a representative of NISD.
- Only authorized substitutes are allowed to communicate with students via email, text or social media as a representative of NISD.
- Extra help workers are not allowed to communicate with students via email, text or social media as a representative of NISD.