

Book	Policy Manual
Section	(P) PERSONNEL
Title	Policy P305 - Electronic Communications Between Employees And Students Or Parents Guardians
Code	P305
Status	Active
Adopted	March 13, 2013
Last Revised	March 13, 2013
Last Reviewed	March 13, 2013

Policy Number: P305

Title: Electronic Communications between Employees and Students or Parents/Guardians

Section: Personnel – All Employees – Welfare

This policy applies to communications between EASTERN employees and: (a) current EASTERN students, (b) former EASTERN students who are minors, and (c) parents/guardians of students when the communication relates to their children’s educational or extra-curricular programs or activities.

All electronic communications conducted by an EASTERN employee with a current student or former student who is a minor must relate to educational or extra-curricular programs or activities unless signed parental consent is obtained prior to the communication.

Authorized methods of electronic communication are the following:

EASTERN-provided or approved email and web pages, wiki spaces, social networking pages or other EASTERN-hosted or approved web content;

EASTERN-sponsored website (including school and teacher webpages);

Telephones (not including texting, unless otherwise permitted under number 4 below); and

Other electronic communication methods that are authorized by the administration in support of educational or extra-curricular programs or activities.

EASTERN employees are strongly discouraged from using personal email, text messaging, instant messaging, social-networking accounts, websites, and any other applications for communications covered by this Policy with parents/guardians, current EASTERN students and former EASTERN students who are minors unless specifically authorized by EASTERN pursuant to procedures set forth in the accompanying procedures accompanying this Policy.

Adopted: 3/13/13

See also:

DP P305 - Electronic Communications between Employees and Students or Parents Guardians