

ELECTRONIC COMMUNICATIONS

The advancement of technology has provided many new ways for individuals to communicate with one another. These electronic communications include, but are not limited to, social networking sites, instant messaging, text messaging, e-mailing and photo-sharing. Additional methods of electronic communication can be anticipated as the technology continues to evolve.

However, use of such technology must be approached with caution by school district and contracted employees. Given the nature of the communications, there is a significant potential for both inappropriate use and alleged inappropriate use. To protect staff and students, the following restrictions are established for district and contracted employees:

- A. Electronic communications with students should only address school related issues and should be appropriate in tone, content, and quantity. Stalking, harassment, discriminatory, or other unwelcome behaviors are prohibited, including any type of sexually suggestive comments, photos, or graphics.
- B. Electronic communications with other employees should be appropriate in tone, content, and quantity. Stalking, harassment, discriminatory, or other unwelcome behaviors are prohibited, including any type of sexually suggestive comments, photos, or graphics.

When using District technology the Acceptable Use Policy for Technology (Board Policy 7540) still applies.

The District may require the employee, contracted employee or contracted agency to produce records for review when there is reason to believe that this policy has been violated. Records within the District's control may be reviewed periodically to assure that this policy is being complied with. These may include Internet logs, cell phone records, or other similar documentation.

Questions regarding acceptable electronic communications or unwelcomed electronic communications from someone associated with the District should be submitted to the Assistant Superintendent for Administrative Services.

Adopted November 2, 2009