

## **Personal Electronic Devices and Social Media - Staff**

### **Personal Electronic Devices**

A “personal electronic device” is a device, not issued by the district, that is capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information or data.

Personal electronic devices shall be silenced during instructional time, while on duty, or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignment. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a staff member is on duty in district-sponsored activities, unless for a use directly related to and consistent with the employee’s assigned duties.

Staff may use and possess personal electronic devices on District grounds subject to the following:

1. Personal electronic devices will be used in a manner that does not interfere with staff duty and responsibility for the instruction and supervision of students, or in a manner that violates state or federal law, Board policy, administrative regulation or school rules;
2. Personal electronic devices shall be silenced when not being used for instructional purposes or at any other time where use of the device would cause a disruption of school activities or interfere with work assignment. Exceptions may be made for health, safety or emergency reasons with superintendent or designee approval;
3. The use of personal electronic devices in any manner that would violate the confidentiality or privacy rights of another individual is strictly prohibited;
4. The District will not be responsible for loss, theft or damage to personal electronic devices brought to District property or school-sponsored events;

### **Instructional/Professional Use of Electronic Devices**

1. Communication with students on personal electronic devices will be limited to matters within the scope of your professional responsibilities, related only to school assignments or activities. Staff are discouraged from communicating with a student's personal electronic device without prior parental consent and all messages should be sent to both students and parents.

2. Due to potential family fiscal impact, staff should request permission from parents for students to use cell phones related to instruction.
3. Staff may not require students to use cell phones in class. Alternate and equitable opportunities must be available for students.
4. Staff must use their District issued email address for all email communications with students and parents.

### **Social Media**

Social media sites are web or mobile-based applications that permit users to interact over the Internet. Social media sites typically have functionality allowing users to post information representing the user (a “profile”) and provide the ability for a user to share text, audio, image or video data. Examples of social networking sites for the purposes of this document would be but are not limited to: Blogs, Twitter, Facebook, and Instagram. Social media sites allow users to connect and view profile information via a connection between accounts (“friending” or “following”).

A Professional profile is defined as information created specifically for use with students in the classroom or as a communication tool with students, staff and parents. This type of page includes instructional information directly related to the classroom. Any professional profile shall clearly identify the teacher and include the teacher's District email address.

A Personal profile is information not related to school or classroom activities.

### **Instructional/Professional Use of Social Media**

1. All Board policies and ethical expectations for appropriate staff/student relationships must be followed when using social media sites for instruction.
2. All social media postings must be respectful, professional and must follow District rules and policies.
3. Staff members must adhere to all federal and state laws regarding confidentiality of student information.
4. Posts to any social media site must adhere to all applicable intellectual property and copyright laws.
5. Staff should not share personal social media sites that permit social interaction with students currently enrolled in the District. This includes becoming “friends” or interacting through personal pages.
6. Social media interactions between staff and students and/or parents are considered public record, subject to data retention requirements and public records requests.

7. Staff who are using social media sites instructionally with students must create professional pages that clearly identify the staff member, position with the District and the purpose of the page.
8. Staff must read and follow Privacy and Terms of Use policies for any site they intend to use with students.
9. Staff cannot require students to have social media accounts. For this reason, any information posted on social media sites for students and/or parents must be accessible by alternate means in a timely manner.
10. Staff who wish to invite non-district employees (e.g., authors, NASA experts, mathematicians, artists, etc.) to social media sites for interaction their students must do so in an online environment controlled and monitored by the teacher. There must be no personal communication between the invitee and individual student.
11. District policies (**GCDA/GDDA**), administrative regulations and policy guidelines regarding background checks must be followed when inviting non-district employees to participate in virtual classroom environments.
12. Staff must not provide their personal e-mail address to students currently enrolled in the District.