ELECTRONIC COMMUNICATIONS

The following administrative guidelines apply to all staff. If you have a question about the appropriateness of an electronic communication, please contact your supervisor or Director of Human Resources before sending the communication.

A. Electronic communications with students should be appropriate in tone, content, and quantity. Stalking, harassment, or other unwelcome behaviors are prohibited, including any type of sexually suggestive comments, photos or graphics.

B. Electronic communications with other employees, customers, clients, and other business associates should be appropriate in tone, content, and quantity. Stalking, harassment, or other unwelcome behaviors are prohibited, including any type of sexually suggestive comments, photos or graphics.

C. Electronic communications during work time shall only be allowed for work-related matters, limited incidental personal use, or personal emergencies. Work time is defined as all paid work time that is not a designated break or meal period.

D. Electronic communications with students are only to occur through educational applications and resources and must be appropriate (as outlined in “A” above) and with the intent to further educational purposes.

E. The district will require the employee 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. Employees should have no expectation of privacy when using district electronic communications.

F. Questions regarding acceptable electronic communications or unwelcomed electronic communications from someone associated with the district should be submitted to the Director of Human Resources.

G. Texting while driving during work time is prohibited as outlined in the law.

Staff members who violate any of these administrative regulations subject themselves to discipline up to and including discharge.

ADMINISTRATIVE REGULATION

Approved: February 15, 2011