

# Electronic Use Policy GBEBE.BP

## 1. Introduction

Parkway School District encourages the use of electronic services for effective communication, and as an effective resource for certified and non-certified staff (hereinafter designated as "staff"), students, and parents. Electronic services are assets provided through taxes and other funding. Parkway is the custodian of that property and must ensure use of electronic resources serves to facilitate and support the district's educational goals.

Parkway's electronic environment, a part of the Parkway educational environment, must be maintained at the highest levels of professional use. If and when misuse does occur, it is judicious for Parkway to be prepared to protect students, staff, the district, and the district's technology resources. This Electronic Use Policy (EUP) explains the expected standards of use of electronic resources for Parkway staff, and other users such as contractors, volunteers, students, parents and all others authorized to use Parkway electronic resources. Further, it is the intent that this policy defines the expected professional behavior associated with use of the Parkway School District's computer systems, network and any associated electronic services.

## 2. Electronic Communications

This policy cannot cover every possible situation. Rather, it expresses Parkway's philosophy and sets forth general principles that all users should apply when using electronic services. This category includes, but is not limited to, the following district-owned or district-accessed electronic resources: computers, the network – both wired and wireless, electronic mail, electronic records, telephones, cell phones, voice mail, pagers, fax machines, printers, document scanners, copiers, handheld devices, Internet resources, and wire services. This policy also covers applicable copyright laws and software license agreements.

### Electronic Communications with Students

Staff members whose positions regularly interact with students (e.g., teachers, coaches, counselors, principals, etc.) are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, web pages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

- When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored web pages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.
- A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, web pages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with district students upon request.
- Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Staff and other users who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor or building administrator.
- The district prohibits staff members from communicating with students electronically for reasons other than educational purposes. This policy does not limit electronic communication of staff members who might be related to students or have contact with students outside the school environment through friends, neighborhood or community activities, or participation in civic, religious or other organizations. These contacts might justify deviation from some of the standards set in the policy, but under no circumstances will an educational or other purpose justify electronic communications that could be deemed illegal or criminal behavior.

**Violation Reporting:** Violations involving Students: Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy AC will be followed.

### Communication Expectations at Parkway Schools

- Please be advised that at Parkway Schools most of our coaches/sponsors use twitter as a primary means of mass communicating with students, who are participating in various extra-curricular activities, as well as their parents.
- At times it may be necessary (emergency situations) for our coaches/sponsors to text (from their personal device) a student directly or in mass to ensure their safety/well-being or to communicate pertinent team information. We expect phone to phone communication (text or voice) to be kept at a minimum and only used when absolutely necessary.
- We also request that students/parents subscribe to fast follow our twitter accounts (sms text messages) as a way of staying current with the groups important information.
- It may become necessary for a student to send a text or call directly to their coach/sponsor. Students should not text or call their coaches/sponsors anything personal in nature and the communication should always be pertinent to the activities of the group they are representing. This type of communication should be kept to a minimum and used only when absolutely necessary (emergency situations) or requested by the coach/sponsor to maintain a safe environment for our students.
- **Should a coach/sponsor use means of communicating that differ from those stated above, they will provide you with a written policy of electronic communication.**