

## **Policy**

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### STAFF USE OF INTERNET SOCIAL NETWORKS AND OTHER FORMS OF ELECTRONIC COMMUNICATION

#### Social Networking Websites

The Superintendent and the School Principals shall annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

- A. Improper fraternization with students using social networking websites on the internet
  - 1. Teachers may not list current students as "friends" on networking sites.
  - 2. All e-contacts with students should be through the district's computer and telephone system.
  - 3. All contact by coaches with team members shall be sent to all team members.
  - 4. Teachers will not give out their private cell phone or home phone numbers without prior approval of the district.
  - 5. Inappropriate contact via e-mail or phone is prohibited.
- B. Inappropriateness of posting items with sexual content
- C. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
- D. Examples of inappropriate behavior from other districts, as behavior to avoid
- E. Monitoring and penalties for improper use of district computers and technology
- F. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will download the offensive material and promptly bring that misconduct to the attention of the Board, after proper Rice Notice(s) is/are given to the employee(s), for review.

#### Cell Phones

Staff use of cell phones, during school time, should be limited. Personal calls should be made outside of school time.

School staff shall not contact parents'/guardians' or students' cell phones unless directed to do so by the parent/guardian or student. School district personnel shall limit cell phone interaction with students to contact that pertains to legitimate school business. Legitimate school business includes:

- A. Answering academic inquiries regarding homework, other classroom work or assignments;
- B. Scheduling appointments for school related conferences and/or extra help;
- C. Clarifying classroom expectations and/or assignments;
- D. Notifications related to classroom, club or sports schedules, events, trips, assignments; deadlines.

Cell phone contact with students shall be as brief and direct as possible. When brief contact is not sufficient and/or feasible to resolve the matter, teachers shall schedule face to face conferences during regular classroom and extra-help periods to confer with the student. No contact shall exceed three replies.

STAFF USE OF INTERNET SOCIAL NETWORKS AND  
OTHER FORMS ELECTRONIC COMMUNICATION  
(continued)

Text Messages

No staff member, coach or volunteer shall text message any student individually. All text messages to students shall be sent to the class, team, club or organization.

Staff shall not send messages that contain material that may be defined by a reasonable person as profane or obscene; messages that are racist, sexist or promote illicit, illegal or unethical activity; or messages:

- A. That violate the district's affirmative action policy;
- B. That are personal in nature and not related to the business of the district;
- C. That can be interpreted as provocative, flirtatious or sexual in nature;
- D. That contain confidential information to persons not authorized to receive that information

Computer Communication

School district personnel shall adhere to the following guidelines when sending or receiving messages via internal or external E-mail:

- A. All messages shall pertain to legitimate school business
- B. Personnel shall not reveal passwords to others. If a staff member believes that a password has been lost or stolen, or that E-mail has been accessed by someone without authorization, he/she should contact the Superintendent, Principal, and Computer Systems Administrator immediately. E-mail windows should not be left open on the screen when the computer is unattended.
- C. Messages and E-mail files shall be deleted in a timely manner.
- D. To ensure that federal copyright laws are not violated, staff shall not send messages that contain text without the author's permission.
- E. Staff shall not send messages that contain material that may be defined by a reasonable person as obscene; messages that are racist, sexist or promote illegal or unethical activity; or messages:
  - 1. That violate the district's affirmative action policy;
  - 2. That are personal in nature and not related to the business of the district;
  - 3. That are broadcast to a large group of other personnel without supervisory permission;
  - 4. That contain confidential information to persons not authorized to receive that information.
- F. Personnel shall become familiar with the district's policies and regulation on staff and student access to networked information resources before initiating E-mail use.
- G. Employees learning of any misuse of the E-mail systems shall notify the superintendent immediately.

Implementation

This policy shall be distributed annually to all staff members.

Adopted: November 18, 2009  
NJSBA Review/Update: February 2016  
Readopted: June 2016

STAFF USE OF INTERNET SOCIAL NETWORKS AND OTHER FORMS ELECTRONIC COMMUNICATION  
(continued)

Key Words

Employee Conduct, Cell Phones, Text Messaging, E-Mail

<b>Legal References:</b>	<p><u>N.J.S.A. 2A:38A-1 et seq.</u> <u>N.J.S.A. 18A:6-10</u> <u>N.J.S.A. 18A:11-1</u> <u>N.J.S.A. 18A:27-4</u> <u>N.J.S.A. 18A:36-35</u> <u>N.J.S.A. 18A:36-40</u> <u>N.J.S.A. 18A:37-13 et seq.</u> <u>N.J.S.A. 18A:54-20</u> <u>N.J.S.A. 47:3-15 et seq.</u> <u>N.J.A.C. 6A:9-3.3</u> <u>N.J.A.C. 6A:9B-4.7</u></p>	<p>Computer System Dismissal and reduction in under tenure in public school system General mandatory powers and duties Power of boards of education to make rules governing employment of teacher, etc. Disclosure of certain student information on Internet prohibited without parental consent Written policy concerning electronic communications between school employees and students Anti-Bullying Bill of Rights Act Powers of board (county vocational schools) Destruction of Public Records Law Professional standards for teachers Grounds for revocation and suspension of certification</p>
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In the Matter of Certificate of Weidemoyer, Exam 2010 April 29.

In the Matter of Certificates of Stenz, Exam 2010: March 25.

In the Matter of the Certificates of Alan Chadrijan, Exam 2011: July 28.

In the Matter of Rhaney, Exam 2011: June 16.

In the Matter of Young, Exam: 2011: Sept 22.

In Re Cluggish, Exam 2011, Dec 16.

**Possible**

<b>Cross References:</b>	<p>4117.50 Standards for staff discipline 4119.2 Responsibilities *4119.21 Conflict of interest *4119.22 Conduct and Dress *4119.23 Employee substance abuse 4119.24 Staff/pupil relations *4138 Nonschool employment *4138.2 Private tutoring *6144 Controversial issues</p>
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\*Indicates policy is included in the Critical Policy Reference Manual.