

Scott County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Employee Use of Electronic Communications	Descriptor Code: 5.6001	Issued Date: 08/12/10
		Rescinds:	Issued:

1 The Scott County Board of Education considers an employee's use of electronic communications within
2 the work place to be a privilege that is be utilized in an appropriate and responsible manner. In addition,
3 the use of any electronic media used for the purpose of communicating with a student by an employee is
4 considered to be an extension of the employee's workplace responsibilities. Accordingly, the Board autho-
5 rizes the following usage policy:
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7 The use of all electronic communication devices, including, but not limited to, cell phones, text messag-
8 ing, emails, and social networks is prohibited by an employee of the Scott County School Board during
9 the work day except during breaks (including lunch), planning periods, and/or when the specific job re-
10 sponsibility includes the use of one of these devices. All cell phones are to be in the off mode when inside
11 a school. All incoming and outgoing calls and messages are to be restricted to those times noted above.
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13 Communication with a student by any employee of the Scott County School System through the use of
14 cell phones, text messaging, photograph transmissions, and/or social networking sites is prohibited at all
15 times during the school day, except in emergency situations. Accordingly, the Board expects employees
16 to use professional judgment and appropriate decorum when communicating with students outside the
17 school day.
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19 Violations of this policy will result in disciplinary action, including the possibility of termination of em-
20 ployment from the Scott County School System.
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