

## Personnel

### Electronic Communications/Social Networks

Nippersink School District 2 recognizes that electronic communication may be a useful tool for employee/student/parent communication about instructional matters. In order to assure that electronic communications between employees and currently enrolled Nippersink District 2 students are appropriate and consistent within the goals and policies of the school district, and to protect the welfare of both employees and students, this policy applies to online communication with both students and parents. This policy applies to communication with alumni of Nippersink School District 2 up to which time the alumnus is no longer a K-12 student..

Employees may communicate with currently enrolled Nippersink District 2 students only about school-related matters and only through district-approved or district-hosted electronic accounts and applications, such as district e-mail addresses and the official district website within the “nippersinkdistrict2.org” domain.

A district employee who wishes to utilize any technology (e.g. cell phones, including texting) for electronic communication other than those listed above to communicate with current Nippersink District 2 students should notify his/her building principal and obtain written or electronic consent from the student’s parent(s) before utilizing the technology.

The school district recognizes that employees may maintain *personal* blogs or websites, and/or contribute posts to the blogs or websites or web pages of others and/or participate in social networking sites such as Facebook, MySpace, Twitter and LinkedIn. If so, employees may not use personal (as opposed to district-hosted) sites to communicate with currently enrolled Nippersink District 2 students via these means. Additionally, if linking from their classroom website to online resources outside the “nippersinkdistrict2.org” domain, employees should be careful to evaluate the instructional appropriateness of the content and images for use by students.

Finally, employees who maintain *personal* blogs or websites, and/or contribute posts to the blogs or websites or web pages of others and/or participate in social networking sites such as Facebook, MySpace, Twitter and LinkedIn must abide at all times with all legal requirements, including compliance with student privacy laws. Employees may not, under any circumstance:

- Disclose student record information including student work, photographs of students, names of students or any other personally identifiable information about students;
- Engage in any communication or activity which violates the district’s anti-harassment policies;
- Engage in any communication or activity which violates the district’s Internet Acceptable Use policy;
- Make or post discriminatory, confidential, threatening, libelous, disparaging, obscene or slanderous comments about the district, its employees, students or parents. Employees are personally liable for their own commentary.

Violations of this policy are subject to disciplinary review, up to and including termination.

ADOPTED.: May 25, 2011