

Social Networking and Internet/Media Communications Policy

The Superintendent and/or the School Principals will periodically 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 the following prohibited behaviors:

1. Improper fraternization with students using electronic or digital communication.
 - A. Staff members may not list current students as “friends” on networking sites.
 - B. All e-contacts with students shall be through the district’s approved communication platforms.

District Approved Communication Platforms

School Authorized Email

Group Me, The Band App, Google Classroom, and Remind Me (Must have a Principal or Athletic Director as a full-access administrator on the account. The school employee will agree to providing full access to the electronic communication should there be a reason for an investigation)

**Any direct text messaging (whether through traditional text or a direct messaging feature from an application) from student to employee or vice-versa must include the guardian of the student.

- C. Improper contact via electronic communication is prohibited.
2. Inappropriateness of posting items with sexual content
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
4. Monitoring and penalties for improper use of district computers and technology

As per state law, employees are discouraged from sharing content or comments containing the following when directed at a citizen of the State of Oklahoma:

- 1) Obscene sexual content or links to obscene sexual content;
- 2) Abusive behavior and bullying language or tone;
- 3) Conduct or encouragement of illegal activity; and
- 4) Disclosure of any information required to be maintained as confidential by law, regulation, or internal policy.

(Continued)

“Electronic or digital communication” includes, but is not limited to, emails, text messages, instant messages, direct messages, social media messages, messages sent through software applications, and any other electronic or digital means of communication.

“Social networking or “social media” means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or phone sharing and social bookmarking; and

“Comment” means a response to an article or social media content submitted by a commenter.

The Superintendent or designees will periodically conduct internet searches to see if staff members 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 school district’s legal counsel for review.

Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

REFERENCE: 74 O.S. § 840-8.1
70 O.S. § 6-401.

***A copy of this policy shall be distributed to each affected employee by email.**