

**ELECTRONIC COMMUNICATION BY SCHOOL STAFF**

"Electronic communications," for the purpose of this policy, means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular phone, computer, computer network, personal data assistant, or pager. Electronic communications include, but are not limited to, e-mails, instant messages, and communications made by means of an Internet website, including social media and social networking websites. The chief school administrator/principals will 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 annual orientation and reminder will give special emphasis to improper fraternization with students using electronic communications:

- A. School employees may not list current students as "friends" on networking sites without written approval of the school principal;
- B. When possible, electronic contacts with students should be through the district's computer and telephone systems;
- C. All electronic contacts by coaches and extracurricular advisors with team members and members of extracurricular activities shall, as a general rule, be sent to all team members and activity participants;
- D. Electronic communications that are inappropriate and therefore prohibited include but are not limited to:
  - 1. Items with sexual content;
  - 2. Items exhibiting or advocating use of drugs, alcohol or other illegal activities;
  - 3. Any content that significantly affects the employee's ability to perform his/her job or disrupts the educational environment;
  - 4. Any content that would violate district policies and procedures;
- E. Examples of inappropriate behavior from other districts shall be covered and discussed, including behavior to avoid and the need for staff to use common sense in avoiding inappropriate and unprofessional behavior;
- F. Staff shall have no expectation of privacy when using district technology, the district network and/or public social media venues;
- G. The district shall monitor for improper staff electronic communications on district computers, other school issued technology, and the district computer network;
- H. Staff shall be informed of the consequences that may result from inappropriate electronic communications up to and including dismissal from employment.

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The chief school administrator or designees may periodically conduct Internet searches to see if staff members have posted inappropriate materials online. When inappropriate use of computers and Internet websites is discovered, the school principals and chief school administrator will seek to preserve the problematic or offensive material and will seek to maintain storage and chain of custody of the evidence.

**Cell Phones**

As a general rule, school staff shall not contact 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 (but is not limited to):

- 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, and 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, where appropriate, teachers shall schedule face-to-face conferences during regular classroom and extra-help periods to confer with the student.

**Text Messages**

Any text messages by staff members, coaches and volunteers shall, as a general rule, be sent to the entire class, team, club or organization and not to any student individually. Exceptions may include situations involving confidential medical issues, emergencies or individual issues not involving the entire group. Staff shall not send messages containing material that:

- A. May be perceived as profane, obscene, racist, sexist or promote illicit, illegal or unethical activity;
- B. Violates the district's affirmative action policies (2224, 4111.1, 4211.1, and 6121);
- C. Is personal in nature and not related to the business of the district;
- D. Can be interpreted as provocative, flirtatious or sexual in nature;
- E. Is confidential information and not authorized for distribution;

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F. Violates board policy 5131.1 Harassment, Intimidation and Bullying.

**Electronic Communication**

School district personnel shall adhere to the following guidelines when sending or receiving messages via district owned or issued devices and the district network:

- A. Personnel shall not reveal district issued passwords to others. If a staff member believes that a password has been lost or stolen, or that email has been accessed by someone without authorization, he/she must contact the supervisor for technology or the principal;
- B. Email shall be retained for the period of time specified by the Destruction of Public Records Law and board policy 3570 Records (retained three (3) years for external correspondence and one (1) year for internal correspondence);
- C. Federal copyright laws shall be observed;
- D. Staff shall not send messages that contain material that:
  - 1. May be perceived as profane, obscene, racist, sexist or promote illicit, illegal or unethical activity;
  - 2. Violates the district's affirmative action policies (2224, 4111.1, 4211.1, 6121);
  - 3. Is personal in nature and not related to the business of the district;
  - 4. Can be interpreted as provocative, flirtatious or sexual in nature;
  - 5. Violates board policy 5131.1 Harassment, Intimidation and Bullying.
- E. Personnel shall become familiar with the district's policies and regulation on staff and student access to networked information resources and acceptable use of technology (6142.10 Internet Safety and Technology) before initiating email use;
- F. Employees learning of any misuse of the email systems shall notify the supervisor for technology, principal or chief school administrator immediately.
- G. IT department members may review files and communications to maintain system integrity and insure that users are using the system responsibly. Any type of information stored on district electronic devices becomes the property of the Rutherford School District, and as such the Rutherford School District can periodically review and monitor all files and data stored on district electronic devices. The Rutherford School District can edit or remove any material, which the system administrators, in their sole discretion, believe to be inappropriate. Access to and review of such files is not limited to probable cause. Privacy is neither implied nor granted, nor should it be expected.

**Online Education**

An online classroom is still a classroom. Though courses and/or assigned programs of home

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instruction may be online, appropriate classroom behavior is still mandatory. Respect for the participants is essential for learning and student achievement.

Staff communications with students during online education will be limited to legitimate school business as set forth under cell phones, text messages and electronic communication, above. Professional standards and etiquette shall be observed at all times.

**Implementation**

This policy shall be made available electronically or otherwise disseminated to all staff members, annually or as needed.

Adopted: November 10, 2014

Legal References:	<u>N.J.S.A. 2A:38A-1 et seq.</u>	Computer System
	<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in public school system
	<u>N.J.S.A. 18A:11-1</u>	General mandatory powers and duties
	<u>N.J.S.A. 18A:27-4</u>	Power of boards of education to make rules governing employment of teacher, etc.
	<u>N.J.S.A. 18A:36-35</u>	Disclosure of certain student information on Internet prohibited without parental consent
	<u>N.J.S.A. 18A:37-13 et seq.</u>	Anti-Bullying Bill of Rights Act
	<u>N.J.S.A. 18A:54-20</u>	Powers of board (county vocational schools)
	<u>N.J.S.A. 47:3-15 et seq.</u>	Destruction of Public Records Law
	<u>N.J.A.C. 6A:9-3.3</u>	Professional standards for teachers
	<u>N.J.A.C. 6A:9-17.5</u>	Grounds for revocation and suspension of certification

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.