

Pittsfield School District

EMPLOYEE ELECTRONIC COMMUNICATION POLICY

All School District employees are professionals who serve as role models for students and should therefore refrain from any communication, electronic or otherwise, which undermines their effectiveness as employees of an education enterprise. School District employees must maintain appropriate boundaries between students and themselves even when they are off duty. School District employees who violate this policy may face discipline and/or dismissal, in accordance with other district policies and/or collective bargaining agreements.

All School District employees, faculty, and staff who use social networking websites, chatrooms, blogs, email, instant message, text message or other electronic means are prohibited from the following:

- Engaging in any electronic communication that violates the law, collective bargaining agreements, school board policies, or other standards of professional conduct
- Posting, using, or sharing any school district data, documents, photographs, student information, or other district owned or created material on any website or in any electronic document.
- Posting or communication of any private or confidential School District material by any electronic means.
- Engaging in sexually explicit or suggestive messages, sexual banter, jokes or innuendos with students.

Accessing social networking, chatrooms, and blogs and using computers or mobile phones to send personal text or instant messages during school hours is prohibited, except in emergency circumstances. The School District strongly discourages its employees from engaging in the following problematic conduct as such conduct may be immoral or illegal and/or demonstrate lack of appropriate boundaries:

- Inviting students to be "friends" through an Internet site or accepting such invitations from students.
- Socializing with students outside of school on social networking websites, chatrooms, blogs gaming and other websites.
- Communicating with students via email, instant message, text message, or other electronic means in an overly casual, unprofessional, inappropriate, or offensive manner.
- Creating, possessing, managing, or having a website that contains obscene or pornographic or other immoral pictures, video, or text, or other information or links to such information.
- Using the internet, email, instant message, text message or other electronic means to criticize, disparage or ridicule students, staff, or the School District in a manner that is disruptive to the operation of the school or is defamatory.

All School District employees are reminded that personal information posted on the internet is not truly private as it creates a permanent record that may be retrieved and retained, and thus any expectation of privacy may be unwarranted. Information posted on the internet is routinely reviewed by potential employers and may impact future employment opportunities.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites or blogs is such sites are used solely for educational purposes.

Adopted: June 16, 2023