OLD TAPPAN BOARD OF EDUCATION **FILE CODE: 4119.27**
Old Tappan, NJ 07675 **Policy**

STAFF USE OF INTERNET, SOCIAL NETWORKS AND OTHER FORMS OF ELECTRONIC COMMUNICATION – CERTIFIED STAFF

This policy shall be posted and distributed annually to all staff members.

School district personnel shall limit interaction with student(s) to contacts that pertain to legitimate school business

Social Networking Sites
Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The Superintendent and the principals will annually and/or as needed review for existing staff members and introduce and train for new staff members in the importance of maintaining proper decorum in the on-line, digital world.

Improper fraternization with student(s), including participation in social networking websites with student(s) enrolled in the Old Tappan School District, is prohibited.

A. Staff members shall not list current student(s) enrolled in the Old Tappan School District as "friends" on networking sites.

B. All e-contacts with student(s) shall be through the district's computer and telephone systems.

C. Any e-contact by coaches with team members shall be sent to all team members. E-contacts with individual students are prohibited.

D. In order to avoid even the appearance of inappropriate activity, employees shall not give out private cell phone or home phone numbers to existing students enrolled in the Old Tappan School District without prior approval of the Superintendent/designee.

E. Staff members shall not engage in any defamatory, harassing, discriminatory, antisocial, abusive, obscene, sexually oriented, threatening, offensive, biased, illegal or other inappropriate contact via e-mail, voicemail, text message or any other medium with students currently enrolled in the Old Tappan School District. If a student sends any defamatory, abusive, harassing, discriminatory, antisocial, obscene, sexually oriented, threatening, offensive, biased, illegal or other inappropriate contact via e-mail, text message, voicemail message, or other medium to a staff member of the Old Tappan School District, the staff member has an affirmative obligation to report the content of the message promptly to the Superintendent/designee.

Inappropriate postings are prohibited including:

A. Items of a sexual nature;

B. Exhibiting or advocating use or sale of drugs and alcohol;

C. Materials which are defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, offensive, biased or have illegal content.

USE OF INTERNET SOCIAL NETWORKS AND OTHER FORMS OF ELECTRONIC COMMUNICATION -- CERTIFIED STAFF (continued)

Social Networking Sites (continued)
Use of the district computers and technology will be monitored. There will be penalties for inappropriate behavior using district technology up to and including dismissal for failure to exercise good judgment in on-line conduct, legal action or criminal prosecution.

Use of the district computers and technology will be monitored. There will be penalties for inappropriate behavior using district technology up to and including dismissal for failure to exercise good judgment in on-line conduct. The Superintendent/designee will periodically monitor, audit, and review the use of computers to determine if staff members have posted inappropriate materials on line. When inappropriate use of either the District's computer or website is discovered, the offensive material will be downloaded and the employee may be subject to disciplinary action.

Cell Phones
The use of cell phones for non-school business is prohibited when a staff member is on duty. School district personnel shall limit cell phone interaction with student(s) to contacts that pertain~~s~~ to legitimate school business which includes (but is not limited to):

A. Answering academic inquiries regarding homework, classwork or assignments;

B. Scheduling appointments for school-related conferences and/or extra help.

C. Delivering and clarifying classwork expectations or assignments;

D. Providing notices of changes related to classroom, clubs or sports schedules, events trips, assignments or deadlines that need to be given prior to school time. Such changes shall be made known to all student(s) involved.

E. Notifying students of educational programs and event. Such notifications shall be made to all students involved.

Personnel shall not contact parents'/guardians' or students' cell phones unless directed to by the parents/guardians or adult student(s). Cell phone contact with student(s) shall be as brief as possible. Staff members may respond up to three times to students' telephone inquiries. If the issue is not resolved after the third telephone contact, staff members should arrange for an in-school conference with the student.

Text Messages
No staff member, coach or volunteer shall text message any student individually. All text messages to student(s) shall be sent to the class, team, club or organization. Staff shall not send messages that contain material that may be defined by a reasonable person as profane, ~~or~~ obscene, racist or sexist or which promotes illicit, illegal, unethical, harassing, discriminatory or antisocial behavior or messages that:

A. Violate the district's affirmative action policy;

B. Are personal in nature and not related to the business of the district;

C. Can be interpreted as provocative, flirtatious or sexual in nature;

D. Contain confidential information to persons not authorized to receive that information.

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

USE OF INTERNET SOCIAL NETWORKS AND OTHER FORMS OF ELECTRONIC COMMUNICATION -- CERTIFIED STAFF (continued)

Computer Communication

School district personnel shall adhere to the following guidelines when sending or receiving messages via internal or external email:

A. All messages shall pertain to legitimate school business.

B. Staff shall not reveal 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 shall contact the network system operator immediately.

C. Email windows shall not be left open on the screen when the computer is unattended,

D. District administrators shall have access to the employee's passwords for all district owned or issued devices and the district network.

E. E-mails and documents that are transmitted electronically through the District's server and computers will be categorized according to type of electronic communication and retained pursuant to the requirements set forth in the Family Educational Rights and Privacy Act (20 U.S.C. §1232 (g)); Federal Rules of Civil Procedure; Open Public Records Act (N.J.S.A. 47:1A-1 et seq.), Destruction of Public Records Law (N.J.S.A. 47:3-15 et seq.), and New Jersey's student records and confidentiality regulations (N.J.A.C. 6A:16-7.10).

F. Staff shall not send messages that contain text without the author's permission in order to ensure that federal copyright laws are not violated.

G. The staff shall not send messages that contain material that may be defined by a reasonable person as profane, obscene, racist or sexist or which promotes illicit, illegal, unethical harassing, discriminatory or antisocial behavior or messages that:
   1. Violate the district's affirmative action policy;
   2. Are personal in nature and not related to the business of the district;
   3. Are broadcast to a large group of other personnel without supervisory permission;;
   4. Contain confidential information to persons not authorized to receive that information.
   5. Violates board policy 5131.1 Harassment, Intimidation and Bullying.

H. Personnel shall become familiar with the district's policies and regulations on staff and student access to networked information resources before initiating email use.

I. Employees learning of any misuse of the email systems shall notify the Superintendent/designee immediately.

Implementation

This policy shall be posted and distributed annually or upon request to all staff members.

Legal References:

20 U.S.C. §1232 (g)	Family Educational Rights and Privacy Act
N.J.S.A. 2A:38A-1 et seq.	Computer system
N.J.S.A. 18A:6-10	Dismissal and reduction in compensation of persons under tenure

USE OF INTERNET SOCIAL NETWORKS AND OTHER FORMS OF ELECTRONIC COMMUNICATION -- CERTIFIED STAFF (continued)

Legal References: (continued)

N.J.S.A. 18A:11-1	General mandatory powers and duties
N.J.S.A. 18A:27-4	Power of boards of education to make rules governing employment of teachers
N.J.S.A. 18A:36-35	Disclosure of certain student information on internet prohibited without parental permission
N.J.S.A. 18A:36-40	Written policy concerning electronic communication between school employees and student
N.J.S.A. 18A:37-13 et seq.	Anti Bullying Bill of Rights
N.J.S.A. 47:1A-1 et seq.	Federal Rules of Civil Procedure; Open Public
N.J.S.A. 47:3-15 et seq.	Destruction of Public Records Law
N.J.A.C. 6A:9-3.3	Professional standards for teachers
N.J.A.C. 6A:9B-4.5	Grounds for revocation and suspension of certification
N.J.A.C. 6A:16-7.10	New Jersey's student records and confidentiality regulations

In the Matter of Certificate of Weidemoyer Exam 2010 April 29

In the Matter of Certificates of Stenz Exam 210, March 26

In the Matter of the Certificates of Alan Chadrijian @xam 2011, July 28

In the Matter of Rhaney Exam 2011, June 10

In the Matter of Young Exam 2011, September 22

In Re Cluggish Exam 2011, December 16

Cross References

*2224	Non-discrimination/affirmative action
*3570	District Records
*4111.1	Non-discrimination/affirmative action
*4119.21	conflicts of interest
*4119.22	Conduct and dress
*4111.23	Employee substance abuse
4119.24	Staff/Student Relations
*4131/4131.1	Staff development, inservice
*4211.1	Non-discrimination/affirmative action
*4219.21	conflicts of interest
*4219.22	Conduct and dress
*4211.23	Employee substance abuse
4219.24	Staff/Student Relations
*4231/4131.1	Staff development, inservice
*5125	Student records
*5131	Conduct/Discipline
5131.1	Sexual Harassment
5131.2	Harassment/Intimidation and Bullying
*6121	Non-discrimination; affirmative action
*6142.10	Technology
*6144	Controversial issues
*6173	Nome instruction

Key Words

Use of Social Networks, Text Messages, Computer Communication, Staff Use of Cell Phones

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