

Personal ~~Communication~~ Electronic Devices and Social Media - Staff **

Staff possession or use of personal ~~communication~~ electronic devices on district property, in district facilities during the work day and while the staff is on duty in attendance at district-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional district or school rules as may be established by the superintendent or designee. At no time, ~~whether on duty or off duty~~, will a personal ~~communication~~ electronic device be used in a manner that interferes with staff duty and responsibility for the instruction and supervision of students, or in a manner that violates state and federal law.

A “personal ~~communication~~ electronic device” is a device, not issued by the district, that ~~emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor of the device.~~ These devices include, but are not limited to: walkie-talkies, long- or short-range portable radios, portable scanning devices, cellular telephones, pagers, personal digital assistants (PDAs), laptop computers and similar devices with wireless capability. This also includes other digital audio and video devices such as, but not limited to, portable music players, radios and TV. ~~is capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data.~~

Personal electronic devices shall be silenced during instructional ~~[or class]~~ time, while on duty, or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignment. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a staff member is on duty ~~at in~~ district-sponsored activities, unless ~~as expressly authorized by the principal or designee~~ for a use directly related to and consistent with the employee’s assigned duties. ~~Computers, tablets, iPads or similar devices brought to school will be restricted to academic activities during on duty time.~~

Staff members, while on duty and off duty, will utilize social media websites, public websites and blogs, judiciously by not posting confidential information about students, staff or district business.¹ Staff may not post images of district facilities, staff, students, volunteers or parents without written authorization from persons with authority to grant such a release. Staff members, while on duty and off duty, will treat fellow employees, students and the public with respect while posting on social media websites, etc., in order to prevent substantial disruption in school. Communication with students using personal electronic devices will be appropriate and professional. Communication with students using personal electronic devices regarding nonschool-related matters is ~~prohibited during work hours and strongly discouraged at all other times.~~ ~~If communicating with students electronically regarding school-related matters, staff should use district e-mail using mailing lists to a group of students rather than individual students.~~ Texting

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students during work hours is [discouraged] [prohibited]. Texting students while off duty is strongly discouraged.

Social media tools² (as defined in Administrative Regulation GCAB-AR) may be used by staff in a manner that supports the instructional and learning environment.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with superintendent or designee approval.

Staff are subject to disciplinary action up to and including dismissal for using a personal communication electronic device in any manner that is illegal or violates the terms of this policy or administrative regulation.

The taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing etc.) may constitute a crime under state and/or federal law and will be reported to law enforcement and/or other appropriate state or federal agencies.

The district will not be liable for loss or damage to personal electronic devices brought to district property and district-sponsored activities.

The superintendent shall ensure that this policy is available to all employees.

END OF POLICY

Legal Reference(s):

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| ORS 167.057 | ORS 163.688 | ORS 326.051 |
| ORS 163.432 | ORS 163.689 | ORS 332.072 |
| ORS 163.433 | ORS 163.693 | ORS 332.107 |
| ORS 163.684 | | ORS 336.840 |
| ORS 163.686 | ORS 163.700 | |
| ORS 163.687 | ORS 326.011 | [OAR 584-020-0000 to -0035] |

Copyrights, Title 17, as amended, United States Code; 19 CFR Part 133 (2001).
 Melzer v. Bd. Of Educ., City of New York, 336 F.3d 185 (2d Cir. 2003).
 Ross v. Springfield Sch. Dist., No. FDA 80-1, aff'd, 56 Or. App. 197, rev'd and remanded, 294 Or. 357 (1982), order on remand (1983), aff'd, 71 Or. App. 111 (1984), rev'd and remanded, 300 Or. 507 (1986), order on second remand (1987), revised order on second remand (1988).

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²Nothing in this policy is intended in any form to limit the right of employees to engage in protected labor activities via the use of social media.