

Policy on Facebook and Social Networking Websites for Milton Public School Employees

It is the policy of the Milton Public School District to maintain appropriate electronic communications between students and staff, teachers and coaches at all times. The District recognizes that there are efficient and appropriate means of communication available to staff/teachers/coaches who need to contact students. The Superintendent and the School 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 orientation and reminders will give special emphasis to:

- 1) improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
 - a. Teachers, staff and coaches may not list current students as “friends” on networking sites. Staff/teachers/coaches shall not respond to social network invitations from current students.
 - b. All e-contacts with students should be through the district’s computer and telephone system, except emergency situations.
 - c. All contact and messages by coaches with team members shall be sent to all team members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.
 - i. It is appropriate for teachers and/or coaches to send a group mail email alert to notify parents of club or sport cancellations or time changes using an official school email account unless an urgent situation requires the use of a personal email account.
 - d. Teachers, staff and coaches will not give out their private cell phone or home phone numbers without prior approval of the district.
 - e. Inappropriate contact via e-mail or phone is prohibited.
- 2) inappropriateness of posting items with sexual content
- 3) inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
- 4) examples of inappropriate behavior from other districts, as behavior to avoid
- 5) monitoring and penalties for improper use of district computers and technology
- 6) the possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The Superintendent or designees will periodically conduct internet searches to see if teachers, staff or coaches have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination.

Any such discipline will be conducted in accordance with collective bargaining agreements and state and federal law.

REC'D: MASC

1st Reading: January 19, 2011

2nd Reading: February 9, 2011

Adoption: February 9, 2011