

5313 Student Communication Policy

This Student Communication Policy is designed to provide employees with the School District's expectations for communicating with all students in K-12 inclusive. The expectation is that student communications are only used to support the educational mission of the School District with regard to teaching and learning. Communication should be related to educational issues and meet the ethical standards set by the Commonwealth of Pennsylvania and the School District.

Communication tools such as social networking websites, e-mail, instant messaging, and other emerging technologies should be used only to extend teaching and learning opportunities. Any communication tools approved by the School District or provided via its systems may be utilized freely inside or outside of the school setting for teaching and learning-related issues. However, communication with students outside of school via any communication tools that are not approved by the School District or provided via its systems (*e.g.*, social networking sites, Twitter, texting, personal e-mail, instant personal messaging, blogs, discussion boards, etc.) requires written notification to the students' parent(s) or guardian(s) in advance. A suggested form for parental notification and administrative approval is attached.

Inappropriate communications of any kind with students, regardless of setting, are strictly prohibited. All ethical expectations set forth in Pennsylvania's Code of Professional Practice and Conduct for Educators apply with regard to any communication with a student. This subparagraph applies to communications using the School District's systems as well as privately owned systems.

Violation of this Policy could result in appropriate disciplinary action, including termination of employment. Employees are expected to report any violations of this Policy to their supervisors, the Director of Human Resources, or the Superintendent.

ADOPTED: June 20, 2011

**NOTIFICATION OF INTENTION TO ELECTRONICALLY  
COMMUNICATE WITH STUDENT OUTSIDE OF SCHOOL**

To the Parent(s)/Guardian(s) of student: \_\_\_\_\_ Date: \_\_\_\_\_

This document is intended to inform you of my intention to communicate directly with your child via the following electronic means outside of the normal school setting.

I plan to use all of the following tools to communicate with your child during the \_\_\_\_\_ school year:

My E-mail Address: \_\_\_\_\_

Website Address(es) (list user name(s)/password(s), if any): \_\_\_\_\_

Communication Tool Address(es) (list user name(s)/password(s), if any): \_\_\_\_\_

My Text Messaging #: \_\_\_\_\_

Other: \_\_\_\_\_

To monitor these communications, you may visit the above website or listed address(es) and enter the appropriate password (if any) stated above. You may also monitor my e-mail or text communications by obtaining access to your child's e-mail account or cell phone and referring to the information above to determine which messages were sent to me.

By District policy, all of my communications made with your child, whether inside or outside of a school setting, must only be used to support the educational mission of the School District with regard to teaching and learning. **If you prefer that I do not electronically communicate with your child in the manner described above, please contact me immediately at the below telephone number.** Otherwise, communications may begin no later than ten (10) days after the date of this notice. If you have any questions, please contact me as well.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Administrator Approval

\_\_\_\_\_  
Date