

Personal Electronic Devices and Electronic Communication - Staff

Staff possession or use of personal electronic devices on district property, including while connected to the district's network (via hardline, WiFi or VPN), 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 school rules as may be established by the superintendent. At no time, whether on duty or off duty, will a personal electronic device be used in a manner that interferes with staff duty and responsibility for the supervision of students.

A "personal electronic device" is a device not issued by the district and is capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data.

Personal electronic devices, when not being used in activities directly in support of the district's objectives or mission, shall be silenced during the school day, 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 district-sponsored activities, except in support of the district mission or objectives within the employee's assigned duties and, when used, shall be used appropriately and while observing previously solicited parental guidance regarding the use of the students' images.

The district will not be liable for loss or damage to personal electronic devices brought to district property and district-sponsored activities. Staff are allowed to bring personal electronic devices to school. Such devices will be used to support the district's mission and objectives. Use of these devices for personal objectives, while on district property or attached to the district network, shall be done outside of the work day and in a manner consistent with the district's overall appropriate use guidelines whether during work time or otherwise. Staff also acknowledge that use of personal electronic devices for school-related activities possibly makes them subject to court subpoena and records requests. Staff shall take due precaution to limit and appropriately protect any confidential school-related information, including but not limited to that of staff and students, on their personal electronic devices.

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, school activities, staff, students, volunteers or parents without permission of 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 at all times. Communication with students using personal

¹Nothing 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.

electronic devices regarding nonschool-related matters is prohibited during work hours and strongly discouraged at all other times. Electronically communicating with students, including all forms of electronic text, video or audio, instant messaging and social networking, about nonschool-related topics during work hours is prohibited and strongly discouraged during off duty times, and should maintain an appropriate teacher/student boundary at all times. Whenever possible, electronically communicating with students should be done within systems provided by the district.

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 electronic device in any manner that is illegal or violates the terms of this policy. Staff actions on social media websites, public websites and blogs, while on or off duty, which disrupt the school environment, are subject to disciplinary action up to and including dismissal. A “disruption”² for purposes of this policy includes, but is not limited to, one or more parent threatens to remove their children from a particular class or particular school, actual withdrawal of a student or students from a particular class or particular school and/or a threatened or actual negative impact on the learning environment. 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. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies.

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

END OF POLICY

Legal Reference(s):

[ORS 167.057](#)
[ORS 163.432](#)
[ORS 163.433](#)
[ORS 163.684](#)
[ORS 163.686](#)
[ORS 163.687](#)

[ORS 163.688](#)
[ORS 163.689](#)
[ORS 163.693](#)

[ORS 163.700](#)
[ORS 326.011](#)

[ORS 326.051](#)
[ORS 332.072](#)
[ORS 332.107](#)
[ORS 336.840](#)

[[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).

Cross Reference(s):

JHFF - Reporting Requirements Regarding Sexual Conduct with Students

²Ibid. p. 1