

<b>SCHOOL DISTRICT OF GREEN LAKE POLICY</b>	<b>522.71 – Staff Use of Social Media</b>
	<b>500 - Personnel</b>

**522.71 – Staff Use of Social Media**

The School Board encourages the District’s staff to make use of web tools and applications for the purpose of engaging in professional development and professional collaboration activities and enhancing student learning and instruction.

Principles that will guide all staff members’ activities and conduct in connection with the use of web tools and all other electronic media include the following:

- Any time a staff member is participating in a technology-facilitated communication, collaboration, exercise, or other activity in connection with their responsibilities as a school district employee, the employee is expected to conduct him/herself in a courteous and professional manner that is consistent with the District expectations for appropriate workplace conduct and acceptable use of technology.
- Maintaining professional boundaries in all forms of technology-facilitated communication with students-including but not limited to the consistent use of a formal, courteous, and professional tone and limiting such communication to exchanges that are within the scope of the employee’s job responsibilities – is vital to maintaining appropriate professional relationships with students and to maintaining the community’s trust in the schools.
- All District-provided or District-authorized technology tools and applications are provided to further the mission, vision, goals and policies of the District; and, as such, they remain under the ultimate control of the Board and District administration at all times.
- Except for District-sponsored social media accounts that have been approved pursuant to this policy, no District employee, members of the Board, or other person acting as an agent by the District shall establish any account, site, page, blog or other similar presence on a third party website.

1<sup>st</sup> Read: 02/18/2015  
2<sup>nd</sup> Read: 03/18/2015