Electronic Media

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), electronic forums (chat rooms), video-sharing web sites, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as land lines, cell phones, and web-based applications.

Use with Students

The Superintendent or designee shall issue guidelines under which a certified or licensed employee—or any other employee designated in writing by the Superintendent or designee—may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in St. Mary's Charter School ("School").

The guidelines developed by the Superintendent or designee shall address:

1. Exceptions for family and social relationships;
2. The circumstances under which employees may use text messaging to communicate with students; and
3. Other matters deemed appropriate by the Superintendent or designee.
4. Employees may elect to not disclose their personal telephone number or e-mail address to students.
5. Employees shall immediately notify the Principal, the Director of Human Resources or the Superintendent when a student engages in improper communications with the employee.

School employees shall comply with the School's requirements for records retention and destruction to the extent those requirements apply to electronic media.

Personal Use

Employees shall be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media violates state or federal law or School policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.