

Personal Electronic Devices and Social Media - Staff **

Staff possession or use of personal electronic devices on public charter school property, in public charter school facilities during the work day and while the staff is on duty in attendance at public charter school-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 administrator. At no time, whether on duty or off duty, will a personal electronic device be used in a manner that interferes or conflicts with staff duty and responsibility for the supervision of students.

A “personal electronic device” is a device, not issued by the public charter school and is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.

Personal electronic devices shall be silenced during instructional or class time, 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 public charter school property or while a staff member is on duty in public charter school-sponsored activities, unless as expressly authorized by the administrator or designee for a use directly related to and consistent with the employee’s assigned duties. Computers, tablets, iPads or similar devices brought to school will be restricted to academic activities during on duty time.

The public charter school will not be liable for loss or damage to personal communication devices brought to public charter school property and public charter school-sponsored activities.

When using any means of electronic communication or any internet Uniform Resource Locator (URL) address that is publicly accessible or may become publicly accessible by any means, all staff members, on or off duty, are:

1. Prohibited from discussing or posting any form of confidential information about BCS students or staff or school business.
2. Prohibited from posting or publishing image or sound files of school facilities, staff, students, volunteers or parents without written authorization from persons with authority to grant such a release.
3. Prohibited from communicating with students using personal electronic devices regarding nonschool related matters.
4. Prohibited from conducting text or social media communication with individual students outside of weekday school operation hours or while off duty.

5. Expected to demonstrate a level of public and/or online professionalism and judicious restraint that is consistent with the school's mission and policies, especially those concerning stewardship and education of students. Baker Charter Schools will address improprieties according to current Board policy.
6. Expected to immediately report and document any instance of student-initiated electronic communication that violates any Board policy.
7. Expected to treat fellow employees, students and the public with respect while posting on social media websites, and to keep all electronic communications with students appropriate, professional, respectful and courteous.

Because staff and students have access to school-owned electronic devices that are capable of communicating via established public bulletin boards, forums and messaging systems, BCS staff are discouraged from sending private or personalized electronic communications to individual students, and prohibited from conducting individualized electronic communication with students via personal electronic device on either the sending or receiving end. Whenever possible, electronic student communications should be made to students/parents/staff groups rather than individuals. A brief series of individualized communications made for the purpose of training a student to use available BCS public messaging systems and forums may be temporarily acceptable. Abandoning BCS group and/or public communication systems in favor of a habitual individualized communication paradigm with any individual student is neither permitted nor acceptable communication strategy. Texting individual students during work hours is strongly discouraged except that which is appropriate to address immediate attendance problems or train a student to use established transparent BCS electronic communication systems.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with administrator or designee approval.

Staff is 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" 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, a threatened or actual negative impact on the learning environment, and/or damage or erosion of the school's reputation or good standing as a safe and reliable educational institution. 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 placed on leave pending investigation results and reported to law enforcement and/or other appropriate state or federal agencies.

Licensed staff is subject at all times to the Standards of Competent and Ethical Performance for Teachers. (See Board policy GCAA)

The administrator shall ensure that this policy is 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 336.840](#)
[ORS 338.115\(2\)](#)

[[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).