

## **Personal Communication Devices and Social Media - Staff**

Staff possession or use of personal communication devices on district property, 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 will a personal communication device be used in a manner that interferes with staff duty and responsibility for the supervision of students.

A “personal communication device” is a device, not issued by the district, that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor of the device. These devices include, but are not limited to, walkie talkies, either long- or short-range portable radios, portable scanning devices, cellular telephones, pagers, personal digital assistants (PDAs), laptop computers and similar devices with wireless capability. This also includes other digital audio and video devices such as, but not limited to, iPODs, radios and TV.

Personal cellular telephones/pagers and other digital audio and video devices shall be silenced during instructional 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. Cellular telephones which have the capability to take photographs or video shall not be used for such purposes while on district property or while a staff member is on duty in district-sponsored activities, unless as expressly authorized by the principal or designee. Laptop computers and PDAs brought to school will be restricted to classroom or instructional-related activities only. The district will not be liable for loss or damage to personal communication devices brought to district property and district-sponsored activities.

Staff members will utilize social network sites (e.g., Facebook, MySpace and Twitter) judiciously by not posting confidential information including unauthorized photos about students, staff or district business. Staff members will treat fellow employees, students and the public with respect while posting. Communication with students using personal communication devices including texting will be appropriate, professional and related to school assignments or activities. If communicating with students electronically, staff should use district e-mail rather than personal email accounts. Just as with all forms of communication, staff member communications with students via electronic media shall maintain proper professional student-teacher relationships by not demonstrating or expressing professionally improper interest in a student’s personal life, by not exchanging romantic or overly personal notes with a student and by honoring proper adult boundaries with students at all times.

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 communication device in any manner that is illegal or violates the terms of this policy. 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 available and communicated to all employees.

END OF POLICY

---

**Legal Reference(s):**

[ORS 167.054](#)

[ORS 167.057](#)

[ORS 163.432](#)

[ORS 163.433](#)

[ORS 163.684](#)

[ORS 163.686](#)

[ORS 163.687](#)

[ORS 163.700](#)

[ORS 326.011](#)

[ORS 326.051](#)

[ORS 332.072](#)

[ORS 332.107](#)

U.S. CONST. amend. XVIII, § 1466A

U.S. CONST. amend. XVIII, § 1470

U.S. CONST. amend. XX, § 7906

U.S. CONST. amend. XX, § 6777

Copyrights, Title 17, as amended, United States Code; 19 CFR Part 133 (2001).