

Stratford Board of Education

Personnel - Certified-Non-Certified

Rights, Responsibilities and Duties

Acceptable Computer Network Use (Employee Use of Technology)

Policy # 4118.41

Social Networking Websites

The Stratford Board of Education recognizes and respects the First Amendment Rights of its employees and acknowledges that its employees have the right, in certain circumstances, to speak out on matters of public concern through any and all media, including social media. The Stratford Board of Education also recognizes that inappropriate content authored by employees can interfere with the educational process. Therefore, Stratford Public School employees who engage in personal use of social media should be aware that any use which interferes with the educational mission of the district, breaches confidentiality obligations of school district employees, or harms the goodwill and reputation of the school district in the community is not acceptable.

The Board will regulate the use of social media by employees, including employees' personal use of social media, when such use:

1. interferes with the work of the school district;
2. is used to harass coworkers or other members of the school community;
3. creates a hostile work environment;
4. breaches confidentiality obligations of school district employees;
5. disrupts the work of the school district;
6. harms the goodwill and reputation of the school district in the community; or
7. violates the law, board policies and/or other school rules and regulations.

The Stratford Board of Education therefore adopts the following guidelines for the use of social media by Stratford Board of Education employees.

Definitions:

Social media includes, but is not limited to, social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, and MySpace.

Stratford Board of Education includes all names, logos, buildings, images and entities under the authority of the Stratford Board of Education.

Rules Concerning Personal Social Media Activity

1. An employee may not mention, discuss or reference the Board of Education, the school district or its individual schools, programs or teams on personal social networking sites, unless the employee also states that the post is the personal communication of the employee of the school district and that the views posted are the employee's alone and do not represent the views of the school district or the Stratford Board of Education.
2. Employees must refrain from mentioning other Stratford Board of Education employees or other members of the school community (e.g., parents or others) on personal social networking sites, without such individuals' express consent unless the employee is addressing an issue of public concern and the employee's speech falls under applicable constitutional protections pertaining to same.
3. Employees are required to maintain appropriate professional boundaries with students, parents, and colleagues. For example, it is not appropriate for a teacher or administrator to "friend" a student or his/her parent or guardian or otherwise establish special relationships with selected students through personal social media, and it is not appropriate for an employee to give students or parents access to personal postings unrelated to school.
4. Unless given written consent, employees may not use the Stratford Board of Education's logo or trademarks on their personal posts. Please note that this prohibition extends to the use of logos or trademarks associated with individual schools, programs or teams of the school district.
5. Employees are required to use appropriately respectful speech in their personal social media posts; and to refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Such posts reflect poorly on the school district's reputation, can affect the educational process and may substantially and materially interfere with an employee's ability to fulfill his/her professional responsibilities.
6. Employees are individually responsible for their personal posts on social media. Employees may be sued by other employees, parents or others, and any individual that views an employee's social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. As such activities are outside the scope of employment, employees may be personally liable for such claims.
7. Employees are required to comply with all Stratford Board of Education policies and procedures with respect to the use of computer equipment, networks or electronic devices when accessing social media sites. Any access to personal social media activities while on school property or using school district equipment

must comply with those policies, and may not interfere with an employee's duties at work.

8. The Stratford Board of Education reserves the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any personal communication or post made through social media while using computers, cellular telephones or other electronic data devices that are the property of the school district.
9. All posts on personal social media must comply with the Stratford Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor prior to making the post.
10. An employee may not link a personal social media site or webpage to the Stratford Board of Education's website or the websites of individual schools, programs or teams; or post Stratford Board of Education material on a social media site or webpage without written permission of his/her supervisor.
11. All Stratford Board of Education policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to public trust, illegal harassment, code of conduct, and protecting confidential information.

Rules Concerning District-Sponsored Social Media Activity

1. If an employee seeks to use social media sites as an educational tool or in relation to extracurricular activities or programs of the school district, the employee must seek and obtain the permission of his/her supervisor prior to setting up the site.
2. If an employee wishes to use Facebook or other similar social media site to communicate meetings, activities, games, responsibilities, announcements etc., for a school-based club or a school-based activity or an official school-based organization, the employee must also comply with the following rules:
 - The employee must set up the club, etc. as a group list which will be "closed and moderated."
 - Members will not be established as "friends," but as members of the group list.
 - Anyone who has access to the communications conveyed through the site may only gain access by the permission of the employee (e.g. teacher, administrator or supervisor). Persons desiring to access the page may join only after the employee invites them and allows them to join.

- Parents shall be permitted to access any site that their child has been invited to join.
 - Access to the site may only be permitted for educational purposes related to the club, activity, organization or team.
 - The employee responsible for the site will monitor it regularly.
 - The employee's supervisor shall be permitted access to any site established by the employee for a school-related purpose.
 - Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such district-sponsored social media activity.
3. Employees are required to use appropriately respectful speech in their social media posts on district-sponsored sites; and to refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.
 4. Employees are required to comply with all Stratford Board of Education policies and procedures and all applicable laws with respect to the use of computer equipment, networks or devices when accessing district-sponsored social media sites.
 5. The Stratford Board of Education reserves the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any communication or post made through social media while using computers, cellular telephones or other data devices that are the property of the school district.
 6. All posts on district-sponsored social media must comply with the Stratford Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor prior to making the post.
 7. An employee may not link a district-sponsored social media site or webpage to any personal social media sites or sites not sponsored by the school district.
 8. An employee may not use district-sponsored social media communications for private financial gain, political, commercial, advertisement, proselytizing or solicitation purpose.
 9. An employee may not use district-sponsored social media communications in a manner that misrepresents personal views as those of the Stratford Board of Education, individual school or school district, or in a manner that could be construed as such.

Disciplinary Consequences

Violation of this policy may lead to discipline up to and including the termination of employment consistent with state and federal law.

(cf. 5136.5 Computer Equipment and Related Systems, Software and Networks, also including E-Mail Guidelines)

(cf. 5131.91(a) Cyberbullying

Internet Safety Guidelines

Web Site Guidelines

(cf. 5136.5 Student Computer Acceptable Use Policy)

(cf 4118.5 Personnel Computer Acceptable Use Policy)

Legal References:

- Connecticut General Statutes
- The Freedom of Information Act
- 31-48d Employees engaged in electronic monitoring required to give prior notice to employees
- 31-51q Liability of employers for discipline or discharge of employee or account of employee's exercise of certain constitutional rights
- 53a-182 Obstructing free passage: Class C misdemeanor
- 53a-183 Harassment in the second degree: Class C misdemeanor
- 53a-182b Harassment in the first degree.
- 53a-250 Definitions
- 53A-182B Harassment in the first degree.
- P.A. 98-142 An Act Requiring Notice to Employees of Electronic Monitoring by Employers.
- United States Code, Title 20
- 675 1-6777 Enhancing Education Through Technology Act, Title II, Part D, especially: 6777 Internet safety
- United States Code, Title 47
- 254 Universal service discounts (E-rate)
- Code of Federal Regulations, Title 47
- 54.520 Internet safety policy and technology protection measures, E-rate discounts
- Connecticut General Statutes
- U.S. Constitution, Amend. I
- Connecticut Constitution, Article I, Sections 3,4,14
- Electronic Communication Privacy Act, 28 U.S.C. §§2510 through 2520

Policy adopted: *Monday, September 26, 2011*

STRATFORD PUBLIC SCHOOLS
Stratford, Connecticut

