

SAMPLE ELECTRONIC COMMUNICATIONS

TEXTING

Staff are prohibited from sending text messages to students and/or replying to text messages from students. If a student attempts to communicate with staff via text, staff must notify their supervisor immediately.



SOCIAL NETWORKING

Staff are prohibited from communicating with students using social networking websites like Facebook.com, Twitter.com, or MySpace.com. Personal social networking profiles and blogs of staff must be private and inaccessible to students. Staff with profiles on social networking sites may not request to be friends with students or approve friend requests from students.



EMAILING AND INSTANT MESSAGING

Staff are prohibited from instant messaging with students and from e-mailing students using their personal e-mail accounts. All e-mail communications with students should occur from work e-mail accounts, and a copy of all e-mail communication must be sent to supervisory personnel and the student's parents or guardians. If a student attempts to communicate with staff via e-mail or instant message, staff must notify their supervisor immediately.



LEARN MORE....

Having solid policies that define the bandwidth of acceptable behaviors allows everyone in the organization to monitor for exceptions. A Praesidium Policy Analysis will make sure your bases are covered. We'll review your policies to determine which ones work, which need fine-tuning, and which policies are missing.

Contact Praesidium at 817.801.7773 to schedule a policy analysis for your organization.

