



**DISCOVERY CHARTER SCHOOL**  
800 CANONIE DRIVE | PORTER, IN 46304  
219-983-9800 | DISCOVERYCHARTER.ORG

## Staff Social Media Policy

### **Electronic Communication**

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the school or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication. DCS's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose as defined in this policy.

### **Voice Mail and Electronic Mail**

All electronic and telephone communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of DCS and as such are intended for teaching or other job-related purposes. Personal use should be kept to a minimum. Electronic or telephone communication systems may not be used to transmit messages that may be considered inappropriate under DCS's policies, including those prohibiting harassment. Employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from the Administration. DCS reserves the right to monitor any electronic, telephone, or other communications made using DCS systems or property.

### **Social Media Use**

An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments



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that could compromise Discovery's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property, including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities. General school rules for behavior and communication apply.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of technology resources not authorized by this Board Policy and its accompanying guidelines.

The Board designates the Executive Director and the Principal as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of school technology and information resources.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parent consent. Education records include a wide variety of information, and posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, DCS may report staff members to law enforcement and/or the local governmental Child Protective agency apparatus.

Greg Guernsey  
Greg Guernsey (Apr 23, 2024 15:28 CDT)

Apr 23, 2024

Lisa Gonzalez  
Lisa Gonzalez (Apr 26, 2024 10:29 CDT)

Apr 26, 2024










# Staff Social Media Policy

Final Audit Report

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