

# **ELECTRONIC COMMUNICATION WITH STUDENTS**

# **GPISD**

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Authorized Personnel may communicate through electronic media with GPISD students who are currently enrolled in the district only within the following guidelines:




# **ELECTRONIC COMMUNICATION WITH STUDENTS**

- Limit communication to matters within the scope professional responsibilities
- Refrain from inappropriate communication
- Inappropriate Communication Indicators Include:
  - Nature, purpose, timing, and amount of communication
  - Subject matter of the communication
  - An attempted to conceal the communication


# **ELECTRONIC COMMUNICATION WITH STUDENTS**

Methods to utilize when communicating with students:

- District approved Content Management System (ie: Moodle)
  - Email generated from the employee's GPISD email account
  - Teacher webpage that is linked from the official district website
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## TEXT MESSAGING

Only employees that have extracurricular responsibilities may communicate with students who participate in activities within their responsibility through text messaging **after obtaining prior written consent** from a parent or legal guardian.

The bottom of the slide features a decorative graphic consisting of three overlapping geometric shapes: a large light blue triangle on the right, a medium teal triangle on the left, and a smaller orange triangle at the bottom left corner.

## **SOCIAL MEDIA**

Employees with extracurricular responsibilities may create a professional Facebook Social Media page for their extracurricular activity or athletic team with prior campus and district approval.

Campus and District Approval is obtained by filling out an Eduphoria FormSpace request.



## **PROFESSIONAL FACEBOOK GUIDELINES:**

- Prior campus and district approval, utilizing Eduphoria FormSpace
- Sole purpose of communicating with students and parents
- The site is to be kept private and accessible only to the students and parents who are involved in the extracurricular activity
- A campus administrator must have access and administrative rights to the page
- Apply all private security settings
- Create the page utilizing the employee's GPISD email address

## **PROFESSIONAL FACEBOOK GUIDELINES:**

Upon request from administration, an employee will provide:

- Phone Numbers
- Social Network Sites
- Information regarding the methods of electronic media the employee uses to communicate with any one or more currently enrolled students.





# **ELECTRONIC COMMUNICATION WITH STUDENTS**

Upon request from a parent, the employee shall discontinue communicating with the parent's minor student through email, text messaging, social media or any other form of one-to-one communication.



# **PERSONAL USE OF ELECTRONIC AND SOCIAL MEDIA**


The background of the slide is composed of large, solid-colored geometric shapes. A large orange triangle occupies the upper right and bottom right portions of the frame. In the bottom left corner, there are two overlapping triangles: a light blue one on top and a darker blue one below it. The text is positioned in the white space on the left side of the slide.

## **PERSONAL USE OF ELECTRONIC & SOCIAL MEDIA**

District employees must model the character they are expected to teach, both on and off the worksite. This applies to material which is posted on personal websites / blogs and all internet sites, such as Facebook, Twitter, Flickr, Tumblr, etc. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct even when they are not acting as a District employee.

# **PERSONAL USE OF ELECTRONIC & SOCIAL MEDIA**

Personal Social Media Responsibility Includes:

- Page Content, including content added by the employee, friends, or members of the public who can access the page
  - Web links on the page
  - Maintaining privacy settings appropriate to the content.
  - Personal sites must not be shared with students currently enrolled in GPISD.
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# **PERSONAL USE OF ELECTRONIC & SOCIAL MEDIA**

## Personal Social Media Guidelines:

- Employees may not setup or update a personal social network page on district time or using the district's computers, network, or equipment.
- Employees shall not use the District's logo or other copyrighted material of the District without express, written consent.
- Employees may not use or associate their GPISD email address with any personal social media or network.

## **PERSONAL USE OF ELECTRONIC & SOCIAL MEDIA**

If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and **including termination of employment.**

The bottom of the slide features a decorative graphic consisting of several overlapping geometric shapes. On the left, there is a solid orange triangle pointing towards the center. To its right is a larger, semi-transparent blue triangle that overlaps the orange one. The background of the bottom half of the slide is a solid light blue color.

## **PERSONAL USE OF ELECTRONIC & SOCIAL MEDIA**

Employees continue to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment on or off District sites.

