



ELECTRONIC MEDIA POLICY

Board Approved 2/08/2017

This policy for navigating the electronic media world is intended to create an atmosphere of trust and individual accountability, while keeping in mind that information published by Golden Valley Charter Schools (“GVCS”), our faculty, staff, parents, and/or students is a reflection and extension of the entire school community. Online behavior must reflect the same high standards that one is expected to show on school premises. What is inappropriate in person is inappropriate online.

For purposes of this policy, Electronic Media (“EM”) refers to: Social Media (Facebook, Twitter, LinkedIn, etc.), internet research, cell phones, electronic mail (email), blogs, photo and video sharing, You Tube, podcasts, Wikis, PowerPoint presentations, digital movies, Instant Messaging and any other new technologies that are accessible in the public domain.

When using EM please remember to exercise consideration, respect and discretion at all times. Be mindful that what is published will be public for a long time. Understand that the online world creates an atmosphere where the lines between public and private, professional and personal are often blurred. Please carefully review the privacy settings on any social media or networking sites that are being used. GVCS accepts no liability for public opinion posted by the parent community.

The following policy applies to all GVCS employees, independent contractors, volunteers, interns, and School Leadership (hereinafter collectively referred to as “GVCS Representatives”). For purposes of this policy, “School Leadership” includes, but is not limited to: members of the Board of Trustees, Golden Valley Educational Foundation Board (“GVEF”) members, and Parent Circle (“PC”) Officers and Representatives.

Personal and Professional Boundaries When Using EM. All GVCS Representatives must comply with the following (to the extent applicable):

- Class Teachers of 7th and 8th grade may have electronic communication with their students about school-related business only. Teachers must include parents on all electronic communication with students (“cc-ing” on emails, etc).
- If a Class Teacher and Principal approve an adult/student mentoring program, then Class Teachers, parents and the Principal must all have access to all email correspondence between the adult mentor and the student.
- GVCS Representatives **must not** post identifying information on pornographic, exploitive or illegal EM. Violent sites, torture sites or any other questionable sites should be approached only with extreme caution.
- When GVCS Representatives choose to post information regarding GVCS on blogs, discussion boards, and social media sites, they must clearly identify themselves and state that their personal views do not represent the views of GVCS.
- Only safe and school appropriate sites may be visited from any computer on campus.



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- When using personal laptops or other electronic devices (including but not limited to smartphones) on campus, sites deemed inappropriate at school must not be visited.
- Individuals are personally responsible for the sites visited and content published online. However, if someone is a parent as well as an employee, he/she must follow these regulations in his/her role as an employee.
- If someone is a parent as well as an employee, they may not use their GVCS email for communications as a parent.
- There is no expectation of privacy if there is an urgent purpose for GVCS administrators to access employee communications via email.

Classroom / Campus/School Business

(Pertains to all Kindergarten, Grades, Educational Support and Specialty classes)

All EM used in the classroom must be cleared through the Principal

- Employees must model proper use of EM when incorporating it into the classroom environment.
- If using EM in the classroom, the teacher must ensure the safety of all students involved.
- Teachers must monitor all websites used by students in the classroom.
- Teachers must not allow students to use cell phones in the classroom. Teachers must not allow students in class to give out identifying personal information online, such as full name, address, email or phone number.
- Teachers may play recorded music for educational purposes in class with Principal guidance. No ambient recorded music may be played during class time.
- Students must be supervised by an employee at all times when using approved EM.
- Yard Duty personnel must confiscate any electronic media devices (including, but not limited to cell phones) that are being used by students during recess.
- Employees must comply with all driving laws when driving on school business, including, but not limited to: texting and cell phone use. This applies to field trips as well as other school business.

Confidentiality

- Do not post confidential information about a student, employee or parent.
- Do not post information regarding in-process policies or guidelines.
- Do not post “closed session” items that occur during school meetings.
- Computer access at GVCS is limited to school business. GVCS Representatives will not have access to proprietary information other than what is necessary for their particular job or role.

Posting Photos/Videos

- GVCS Representatives must have parent permission (a media release) to post student photos or videos on any electronic media.
- Never post a student’s name on published photos.



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Email Regulations

GVCS Representatives must use proper email behavior when conducting school business. The following will not be tolerated:

- Cyber bullying (insulting, targeting, embarrassing or excluding individuals).
- Using offensive language (including, but not limited to ethnic, religious and racial slurs; profanity; sexually explicit language, etc.).
- Using offensive expressions that include profanity.
- Spamming/phishing to email addresses obtained through GVCS sources.
- Slanderous language directed at an individual or group of individuals.
- Discriminating, harassing, or retaliating against any individual due to that individual's race, color, gender (including gender identity and gender expression), sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), religious creed (including religious dress and grooming practices), marital/registered domestic partner status, age, national origin or ancestry (including native language spoken), physical or mental disability (including HIV and AIDS), medical condition (including cancer and genetic characteristics), taking a leave of absence authorized by law, genetic information, sexual orientation, military and veteran status, or any other consideration made unlawful by federal, state, or local laws.

Disciplinary Actions

GVCS Representatives are encouraged to report policy violations to the school Principal. Any GVCS Representative found to have violated this Agreement and/or the Policy may have their right to use EM rescinded. Further, any employee found to have violated this Agreement and/or Policy may face disciplinary action up to and including release from at-will employment.