



## Personal Electronic Communications Waiver

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A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited. Employees are not required to provide students with their personal phone number or e-mail address.

An employee is not subject to provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

The following definitions apply for the use of electronic media with students:

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes e-mail, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.

*Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.



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**An employee who communicates electronically with students shall observe the following:**

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:

**The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message.**

- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of 10:30p.m. and 7:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.

Based on having a familial and/or social relationship, both the employee and the parent of the child request exemption from these requirements and restrictions on Personal Electronic Communications. This confirms that:

1. The employee has provided the parent with a copy of this protocol
2. The employee and the student have a social relationship outside of school;
3. The parent understands that the employee’s communications with the student are excepted from district regulations; and
4. The parent is solely responsible for monitoring electronic communications between the employee and the student.

This waiver does not prevent the District from monitoring and reviewing electronic communications on any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager, as allowed by law. District staff are still expected to abide by applicable standards of conduct.

Employee: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

*This waiver will be in place until written request to remove is submitted to the child’s campus principal.*