

STAFF MEMBERS AND SOCIAL NETWORKING SITES

The Superintendent, or designees and appropriate building staff, will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the online, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process or create conflicts of interest for themselves or their employer. Employees should be mindful of blurring their personal and professional lives when administering or participating in social media. The following reminders will give special emphasis to the following prohibited behaviors:

1. Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
 - a. Employees may not list current LPS students as “friends” on networking sites.
 - b. All e-contacts with students shall be through the district’s computer and telephone system.
 - c. All contacts and messages by coaches with team members shall be sent to all team members, except messages involving medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.
 - d. Employees will not give out their private cell phone or home phone numbers to students without prior written approval of the District and the parent of the minor student.
 - e. Improper private contact via e-mail, phone, or social network is prohibited.
2. Inappropriateness of posting items with sexual content.
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol.
4. Rules and terms of the “Support Personnel Suspension, Demotion or Termination” and other areas of the employee handbook extend to conduct on Web 2.0 services and networks, such as the punishable offense of “making or publishing false, vicious, or malicious statements concerning any employee, supervisor, student, board member, or the district”. Employees should be especially mindful of already established standards within the Internet-User Agreements.
5. Only designated spokespersons for Lawton Public Schools shall make any official online postings of or about controversial topics involving Lawton Public Schools or its students, or engage in any online discussions about its policies or procedures.
6. Monitoring and penalties for improper use of district computers and technology.
7. Lawton Public Schools employees will never use their work email account in conjunction with a personal social networking account.
8. Lawton Public Schools employees shall not disclose information about pending cases or ongoing investigations involving his or herself, other employees or students.

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When inappropriate use of computers and websites is discovered, the Superintendent or designees and the appropriate building staff, will download the offensive material and promptly bring that misconduct to the attention of the school district’s legal counsel for review.

Employees who engage in any of the above referenced prohibited behaviors are subject to the possibility of penalties, including dismissal from employment, for failure to exercise good judgment in online conduct.

Employees may obtain specific written permission from a parent or guardian to make contact for instruction and school related activities only using “STAFF MEMBERS AND SOCIAL NETWORKING SITES: Parent/Guardian Notification and Permission Form DHAC-E.