

Employee Technology Use Guidelines

Hudson High School

Hudson High school recognizes that technology is greatly used in the context of modern society and within the confines of the educational setting. Communication with students occurs not only at a face to face level, but also requires the use of technology in many forms to further the educational boundaries of the classroom. Hudson High School understands this and encourages the appropriate use thereof in order for students to be reached at a level that is relevant during the educational process. The use of technology for means of communication and personal use shall be consistent with the educational mission of the campus and district in an effort to maintain professionalism and legal ethics.

Definition of Technology & Electronic Media

Technology will be defined as a device that can communicate electronically through cellular or internet based platforms including, but not limited to, a personal cellular device, tablet, desktop/laptop computer, etc. Electronic media is defined as any form of social media, web blogs, web forums, video-sharing platforms/websites, editorial sites, social networking platforms, etc.

Communication Guidelines

In accordance with Board Policy (DH Local) and administrative guidelines, a certified licensed employee, or other employee designated by administration, may use technology and electronic media to communicate with students about matters strictly related to the scope of the employee's professional responsibilities. On the high school campus, this will directly apply to sponsors, directors, group leaders, coaches, and any employee that has oversight of a school sponsored group. Any electronic communication with students shall fall under the following guidelines:

- Shall maintain professionalism, courtesy, and ethical standards of conduct consistent with the Employee Handbook.
- The content of communication shall only be within the framework of the respective school club, group, or team content.
- Shall primarily use one way group based communication methods;
 - Examples including but not limited to: *Remind App, Team App, social media account, district technology platforms (email, google classroom, website, etc.)*

- Shall use one-to-one communication methods only for extenuating circumstances that would require it.
- Shall avoid sending communicative messages via group or one-to-one in between the hours of 10:00 P.M. and 6:00 A.M.
 - Extenuating circumstances will allow a deviation from the time constraints due to the timeliness of school related events, out of town trips, and unforeseeable circumstances.

Personal Use

All employees shall be held to the same professional standards in their use of electronic media as they are for any other public conduct. Personal use of electronic media shall not interfere with the employee's ability to effectively perform their job duties as in accordance with the Employee Handbook and Board Policy (DH Local).