

<i>Policy</i>	<i>Title</i> APPROPRIATE ON-LINE AND ELECTRONIC BEHAVIOR OF EMPLOYEES	<i>Code</i> IJNDD
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HOLLISTON

The Superintendent and school principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process or otherwise detract from their positions as educators and role models in the community. Examples of inappropriate activities include, but are not limited to:

- * Improper fraternization with students using Facebook and similar internet sites or social networks, email, cell phone, texting, or telephone;
- * Posting of items with sexual content; or
- * Posting of items exhibiting or advocating the use of drugs.

When inappropriate use of computers, websites and other electronic media is brought to the attention of either a school principal or the Superintendent, they will investigate the matter. After investigating the matter, the school principal or Superintendent will promptly bring that inappropriate use to the attention of the staff member. Depending on the nature of the offense, they may consider disciplinary action against the staff member, consistent with the parties' collective bargaining agreement and Chapter 71, up to and including dismissal.

First Reading:	December 9, 2010
Second Reading:	February 3, 2011
Third Reading:	February 17, 2011
Policy Adopted:	February 17, 2011
Policy Amended:	
Legal References:	
Policy Cross Reference:	Bullying Prevention Policy - JICFB
Procedure Reference:	