

# West Chester Area School District

SECTION: PERSONNEL  
 TITLE: ELECTRONIC COMMUNICATION WITH STUDENTS  
 ADOPTED: 4/25/2011  
 REVISED:

<b>GAAI - ELECTRONIC COMMUNICATION WITH STUDENTS</b>	
1. Purpose	<p>The Board of School Directors (“the Board”) for the West Chester Area School District (the “District”) recognizes that students are deeply engaged in electronic forms of communication. Employees may choose to utilize electronic communications to communicate with students. The purpose of this policy is to ensure that electronic communications between an employee and a student is done for appropriate educational purposes with the knowledge of the parents/guardians of the student and consistent with the public and professional standards for communicating with students.</p>
2. Delegation of Responsibility	<p>The Board directs that the administration of this policy shall be the responsibility of the Superintendent, Assistant Superintendent and Director of Human Resources or their designees.</p> <p>The Board directs the Director of Human Resources to create and maintain administrative regulations, to be known as “Expectations for Communicating Electronically with Students”, and to communicate these administrative regulations to employees on an annual basis.</p>
3. Guidelines	<p>All electronic communications conducted by an employee with a student shall relate directly to educational or extra-curricular programs or activities of the District. Authorized methods of electronic communication are the following:</p> <ol style="list-style-type: none"> <li>1. District-provided email;</li> <li>2. District-sponsored web site (including school and teacher web pages);</li> <li>3. Telephones (not including texting, unless otherwise permitted by this policy or its regulations); and</li> <li>4. Other electronic communication methods that are authorized by the administration in support of educational or extra-curricular programs or activities, including but not limited to social networking websites such as Facebook and MySpace (<i>see also Board Policy GAAH- Social Media Policy</i>)</li> </ol> <p>Unacceptable forms of communications are set forth the in the administrative regulations to this policy.</p> <p>Calling or texting to student personal cell phones shall only occur in emergency or time sensitive circumstances.</p>
4. Usage	<p>All electronic communications occurring at any time by employees to students shall be professional.</p> <p>Employees shall be prohibited from using any authorized electronic communication methods with students for purposes not related to educational or extra-curricular programs or activities of the District except as specifically authorized by school administration or in the event that an employee and a student are immediate family members or close relatives.</p>

