STAFF DIGITAL COMMUNICATIONS

Background

The use of digital technologies, including but not limited to websites, blogs, microblogs and personal devices, can be an effective tool for communicating with students, parents and the larger learning community. These technologies can be used to communicate for learning, publish important information, share documents and other media and provide forums for discussion. When these tools are used to facilitate work with staff, students, and parents, Foothills School Division employees are subject to the policies and administrative procedures of the Division and other relevant legislation.

Principles of Use

Staff using digital technologies will:

- Do so in compliance with AP180 - Freedom of Information and Protection of Privacy and the Freedom of Information and Protection of Privacy act.
- Do so in a way that is respectful, responsible, and accountable to all stakeholders. The guidelines for responsible use are included in AP140 – *Use of Information Technology* (Form 140-1) and AP146 - *Social Media Code of Professional Conduct*
- Do so in compliance with The Alberta Teachers' Association Code of Professional Conduct if they are professional staff.
- Do so in compliance with AP 410 – *Employee Code of Conduct & Conflict of Interest*
- Ensure that materials used are in compliance with AP190 - Use of Copyright Materials

Procedures:

1. Principals shall:
    1.1. Inform staff of the Division's and school's expectations for responsible use.
    1.2. Ensure staff are educated in the appropriate use and the associated benefits and dangers of a public online presence.
    1.3. Ensure staff are educated in the appropriate and ethical use of personal devices whether the device is owned by the division, student or staff member.
    1.4. Encourage parents to communicate to school personnel any concerns they may have about inappropriate use of staff web sites.
    1.5. Ensure that all staff and appropriate volunteers are in-serviced in the online RESPECT program.

2. Staff are to avoid the following methods of digital communications, except in extraordinary circumstances (i.e. where a student may be in danger or in emergency situations) and with the approval of their direct supervisor and/or designate:

2.1. Texts to students or parents using personal communication devices;

2.2. Direct messaging with students or parents through social media accounts (personal or professional)

2.3. Making telephone calls or exchanging emails of personal nature to students or encouraging students to the same.

Reference: Relevant Legislation & Guidelines