

Personnel - Personal Technology and Social Media Usage and Conduct

Personal Technology and Social Media; Usage and Conduct

The District defines “Personal technology” as any device not owned or leased by the District or otherwise authorized for District use that: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. Included within this definition is computers, tablets, smartphones, and other like-devices.

Usage and Conduct

All District employees who use personal technology and/or social media shall:

1. Comply with all Board Policies and workplace rules.
2. Use a District-provided or supported method for communicating with students and their parents/guardians.
3. Refrain from engaging in any social media or technology use that interferes with the educational or working environment, or the delivery of education or educational support services. This shall not otherwise be construed to limit free speech rights of public employees guaranteed under the 1st Amendment, protected concerted activity as protected by the IELRA, or any other legal form of virtual/Internet speech or expression.
4. Promptly notify appropriate District personnel if a student initiates inappropriate contact with them via any form of personal technology or social media. Examples of inappropriate contact include communications or images that are harassing, threatening, defamatory, attempt to hack School District computers or networks, or violate the School District student code of conduct. Report suspected abuse or neglect discovered while using social media or personal technology pursuant to a school employee’s obligations.
5. Refrain from disclosing any confidential information, including but not limited to school student records or personnel records, without appropriate prior approval.
6. Refrain from using the District’s logos without permission.
7. Only use personal technology or engage in social media usage during non-work times. Any duty-free use of personal technology or social media must occur during times and in locations where such use will not interfere with job duties or otherwise be disruptive to the school environment or its operation. This shall not otherwise be construed to limit free speech rights of public employees guaranteed under the 1st Amendment, protected concerted activity as protected by the IELRA, or any other legal form of virtual/Internet speech or expression
8. Assume all risks associated with using personal technology and social media at school or school-sponsored activities, including students’ viewing of a District employee’s personal technology or social media. The Board will not be responsible for imposing content filters, blocking lists, or monitoring of its employees’ personal technology and social media.

Personnel - Personal Technology and Social Media Usage and Conduct

9. Be subject to remedial and any other appropriate disciplinary action for violations of this policy.

The Superintendent shall:

- Inform District employees about this policy annually.
- Ensure employees are reminded that those who violate this policy shall be subject to remedial and any other appropriate disciplinary action up to and including dismissal with the understanding that any disciplinary action shall be subject to disciplinary provisions contained within any CBA, where applicable.
- Build awareness of this policy with students, parents, and the community.
- Ensure that no district personnel commits an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the *Facebook Password Law*.
- Periodically review this policy and any implementing procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.
775 ILCS 5/5A-102, Ill. Human Rights Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.
23 Ill.Admin.Code §22.20, Code of Ethics for Ill. Educators.

Policy adopted: January 22, 2024

BOARD OF EDUCATION, School District 101, Western Springs, IL