



Richard Valerio - Executive Director  
Patrick Sandoval - Deputy Director

## GUIDELINES FOR EDUCATIONAL USE OF SOCIAL MEDIA AND OTHER ELECTONIC/VIRTUAL PLATFORMS

Technology, including all types of virtual communication and social media platforms, may be utilized to enhance job-related functions; however, Professional Boundaries must always be recognized and adhered to.

Professional Boundary Invasions using any form of Social Media or virtual communication can include, but are not limited to:

- Inviting a student to the staff member's house.
- Requesting to meet a student(s) without specific approval from both the parent/guardian and the building principal.
- Giving or promising gifts in any form.
- Transporting or planning to transport students in a personal vehicle.
- Showing/posting inappropriate images – violent, disturbing, sexually explicit or pornographic, etc.
- Discussing or planning a future romantic or sexual relationship with a student.
- Making sexual advances toward a student, sexual references, requests for sexual favors, personalized comments about a student's body, appearance, physical features, off color jokes, sexual innuendoes, etc.
- Encouraging flirtatious, romantic, or sexual comments and/or relationships with a student.
- Singling out students for personal attention or friendship.
- Expressing concerns and/or anxiety toward events or people.
- Invading a student's privacy.
- Encouraging students to confide their personal or family problems.
- Discussing personal opinions or giving out personal information – discuss only educational concepts.
- Condoning hazing, initiations or other rituals that might be embarrassing or harassing toward a student(s).

Adhere to the same workday hours as expected while at school. Do not respond to students outside of the school day. No excessively long sessions.

If a student initiates any discussion regarding their personal or family problems, using any type of social media, staff members are expected to immediately report the incident to an administrator.

If a staff member is aware of another staff member engaging in any of the above, they are expected to immediately report the incident to an administrator.

Personal and professional use of electronic/virtual forms of communication with students shall comply with the professional standards and administrative procedural directives outlined in Policy, Staff Handbooks and/or the Code of Ethics/Conduct.