



Administrative Procedures

Judson Independent School District

D – Personnel No. 37	D37
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January 20, 2011	

PERSONAL USE OF ELECTRONIC MEDIA

This administrative procedure is used to clarify policy set by the Judson ISD Board of Trustees in DH(LOCAL) on personal use of electronic media. As role models for the District's students, employees are responsible for their public conduct even when they are not acting as District employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic media for personal purposes shall observe the following:

- The employee may not set up a personal social network page(s) with a Judson ISD email address and may not update the employee's personal social network page(s) using the District's computers, network, or equipment.
- The employee shall not use the District's logo or other copyrighted material of the District without express, written consent of the Public Information Office.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative procedures, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records, student work, student photos, and student video [See Policy FL]
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
 - Confidentiality of District records, including educator evaluations and private e-mail addresses. [See Policy GBA]
 - Copyright law [See Policy EFE]
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

See policy DH and *Administrative Procedures D36, Use of Electronic Media with Students*, for procedures on employee communication with students through electronic media.

Attachments: None

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Resources: DH (LOCAL) ,DH (LEGAL) and DH(EXHIBIT); EFE(LOCAL) and EFE(LEGAL); FL(LOCAL) and FL(LEGAL); GBA(LEGAL); Administrative Procedure D36

Questions regarding this procedure should be addressed to Technology Services at 210-945-5562; 8205 Palisades Drive, San Antonio, Texas 78233

Approved:



Chief Technology Officer

Date: 1/25/11



Superintendent

Date: 1/25/11