

CHAPTER 6.00 – HUMAN SERVICES

Staff and Student Communication

6.271+

The School Board recognizes that understands that communication between staff and students is necessary during the business of the District. Approved communications between staff and students shall be voluntary, follow all School Board Policies, must be archived and made available, if requested, in accordance with Chapter 119 of the Florida Public Records Statute, and must not contain confidential information or educational records of third parties. In accordance with the above, the following shall apply:

- I. **Definitions** – for the purposes of this policy, the following definitions shall apply:
 - A. **Electronic Communication** - A communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular phone, computer, computer network, personal data assistant, or pager. Electronic communications include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites. Posts to District-approved social media accounts are governed by the District’s social media policy.
 - B. **Improper Communication** –
 1. Any communication defined as prohibited within this policy; or
 2. Any communication made outside of a District’s acceptable communication platform
 3. A communication with a minor student, through the use of District or personally owned devices that is not related to school connected activities/assignments and that is made without parental permission to do so
 - C. **Social media** includes the various online technology tools that enable people to communicate easily over the internet to share information and resources. Social media can include text, audio, video, images, podcasts and other multimedia communications. These media provide information from various published sources and allow for interaction through user-generated content.
 - D. **Staff** is any full time, part time, or temporary Instructional, administrative, non-certificated, instructional support personnel, or coach as defined in accordance with the provision of Florida Statutes.
 - E. As defined in FS 1014, “parent” means any person who has legal custody of a minor child as a natural or adoptive parent or a legal guardian.

CHAPTER 6.00 – HUMAN SERVICES

II. Acceptable Use

- A. District Communication Tools – The District’s website has a communication platform (email, text, and voice) embedded within it. The tool has 2-way communication technology classroom management for administrators, teachers, coaches, parents, and students to communicate in the language of choice. The District also provides every employee with a District email address. Due to retention of records, District Communication Tools are the preferred method of communication.
- B. Communication between a staff member, volunteer, coach and student via personal telephone, cellular telephone, or text messaging shall be used only when the District’s Communication Tools are either not available or not a feasible option for all parties concerned.

III. Prohibited Communication

- A. Social Media communication between a staff member and student shall be prohibited
- B. In accordance with State and Federal law, transmittal of any education record to any non-authorized third parties shall be prohibited.
- C. Communication that violates School Board policy or State or Federal law.
- D. Any communication of a sexual nature or conduct unless otherwise permitted by Florida Statute 1006.28, sexually oriented humor or language, sexual advances, or pornography as defined in Florida Statute 847.012 shall be prohibited.
- E. Any communication involving the use of, encouraging the use, or promoting the use of alcohol, tobacco, or any other illegal activities shall be prohibited.
- F. Communication through any email account of a staff member other than their authorized District email account shall be prohibited.

IV. Reporting Responsibilities

- A. If a student sends an improper or prohibited electronic communication to a staff member, the staff member shall immediately notify their Supervisor. Upon notification of the improper communication, the Supervisor or Designee shall immediately notify the parent of the student and take appropriate action to have the student discontinue the improper electronic communication.

V. Acknowledgements

- A. Because all District communication is subject to Chapter 119 of Florida’s Public Records Statute, staff members shall have no expectation of privacy on the School District’s email system, through the District’s Website Communication Tool, or in any other communication with a student, regardless if it is authorized.
- B. All school personnel or volunteers who communicate about school business or students shall be responsible for retaining all communications or other records generated, regardless of device, and produce such records upon request in

CHAPTER 6.00 – HUMAN SERVICES

accordance with Chapter 119 F. S.

- C. Any improper electronic communication by a staff member may result in appropriate disciplinary action.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.
Family Educational Rights and Privacy Act (FERPA)

LAW(S) IMPLEMENTED: 1001.43, 1003.04, 1003.31,
1006.07,
1006.08, 1006.09, 1006.145, F.S., Family Educational Rights and Privacy Act (FERPA)

HISTORY: **ADOPTED: 05/2024**
REVISION DATE(S):
FORMERLY: NEW