

## ADMINISTRATIVE GUIDELINE

### Title: Employee and Student Communication through Social Networking or Electronic Media

**Effective Date:** November 22, 2011      **Responsibility:** Superintendent of Support Services

- A. **PURPOSE:** To establish guidelines for employee and student contact through Social Networking sites or through electronic media sites (i.e. text messaging or email) that are not accessible to employees or students from Near North District School Board Ontario Ministry of Education servers.

### C. **POLICY:**

#### 1. **Definitions:**

##### a. **Social Network**

An electronic community maintained on websites or accessed through the Internet, or through accounts on web-based sites, or a site through home based email or other type of internet based account collectively hereinafter referred to as “Social Network” not accessible to monitoring by the Near North District School Board, nor subject to the Board’s Acceptable Use Agreement. For greater certainty a Social Network does not include a School Related Site, defined herein, or an EINM (Educational/Informational Networking/Media Sites) site defined herein, which comply with the requirements of sections 3, 4 and 5 herein.

b. Personal Account

Any account maintained by an employee or a student on a Social Network that is not connected to the Near North District School Board or Ontario Ministry of Education server nor subject to any associated Acceptable Use Agreement.

c. School Related Site

A site created by a Board employee, an administrator, a staff advisor or coach, or other employee providing instruction to students for the Board and posted on a school based website maintained on the Near North District School Board server,



giving the parent(s) notice of their entitlement to access to the site and particulars with respect to accessing the site;

- iv. A requirement that the contents of the site must comply with all Board and School policies and codes of conduct;
- v. A requirement that the site must comply with provincial laws concerning the protection of children and privacy, including but not limited to the Ontario College of Teachers *Standards of Practice for the Teaching*