

## **Text Messaging Guidelines between Faculty/Staff/Coaches and Students**

- Text messaging between faculty/staff/coaches and students on personal communication devices is **never** permissible.

## **E-mail/Social Media Guidelines between Faculty/Staff and Students**

- Faculty/staff/coaches shall not use their personal e-mail account to contact students. All faculty/staff/coaches shall use a school provided email account for all student communications.
- E-mails between faculty/staff/coaches and students shall be retained for the duration of the Academic year.
- E-mails between faculty/staff/coaches and students shall never be used to discuss contentious, emotional or highly confidential issues. These issues shall always be dealt with face-to-face with the student and faculty/staff/coaches; and if need be, moderated by an administrator.
- E-mail messages between faculty/staff/coaches and students shall be consistent with professional practices for other correspondence. This includes grammar, format and salutation.
- All e-mails messages that reside on the school server shall not be confidential.
- E-mails between faculty/staff/coaches and students must be short and directional in nature and shall only include facts.
- Faculty/staff/coaches shall not be connected to students on social media through their personal accounts. Any use of social media to connect with a club, team, etc. shall use a separate school or school event related profile. Use of social media between faculty/staff/coaches and students shall be for communication of school related events **ONLY**.

### **Acceptable Use of Faculty/Staff/Coaches and Student Communication**

- E-mail messaging shall be used for general information such as: class activities, curriculum, assignments, tests, deadlines, special events, dates and times of games, events and/or school activities, cancellations, arrange meetings to discuss school related issues, and/or follow-up on an issue that has previously been discussed.

### **Unacceptable Use of Faculty/Staff/Coaches and Student Communication**

- No personal or sensitive messages shall be communicated between faculty/staff/coaches and students. Keep all communications brief and factual.
- All personal and/or sensitive communications between faculty/staff/coaches and students shall be discussed face-to-face with the student, and if need be an administrator may be asked to serve as a moderator.

### **Urgent or Emergency Circumstance**

If, because of an urgent or emergency circumstance, faculty/staff/coaches use a personal communications device or account to contact a student, the date, time, and nature of the contact must be reported in writing to the pastor designate and/or the principal on the next school day.