

EMPLOYEE STANDARDS OF CONDUCT
PERSONAL USE OF ELECTRONIC MEDIA

DH
ADMINISTRATIVE REGULATION

Electronic media includes all forms of social media, including but not limited to text messaging, instant messaging (Remind), electronic mail (email), web logs (blogs), electronic forums (chat rooms), video-sharing web sites (e.g., YouTube), video conferencing software (Microsoft Teams), learning management system (Canvas), editorial comments posted on the internet, and social network sites (e.g., Facebook, Instagram, Snapchat, TikTok, Twitter, LinkedIn). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.

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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

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

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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 shall not use the district's logo or other copyrighted material of the district without

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