

## 401.12AP – Electronic Communication for NLPS Employees

### Purpose

The school district administration, in consultation with the Information Systems Department and the Communications Advisory Committee, shall maintain up-to-date information technology usage policies and best practices guidelines for electronic communications. Documents outlining these shall be available on the district's public website, and the administration shall ensure that all new employees are made aware of these usage policies and best practices.

### Procedure

Employees of Nanaimo Ladysmith Public Schools use a variety of electronic communication vehicles in their dealings with students, parents and the public. Some employees are expected to use forms of communication such as e-mail on a regular basis, while it may be optional for other employees.

Teachers may use various methods to communicate with parents, including in-person meetings, written notes, telephone conversations, or e-mail messages; however, teachers are not required to use e-mail. These administrative procedures are intended to outline the appropriate standards for electronic communication carried out by employees on behalf of the district:

- E-mails must be professional and respectful.
- All communication by e-mail related to school district business must be done with a school district e-mail address, not a personal e-mail address.
- It is strongly recommended that employees not use their school district e-mail addresses for personal or non-school district related business.
- An e-mail sent to a number of individuals who are not school district employees (for example to parents or students) should be sent in such a way that no one is able to see the e-mail addresses of the other recipients.
- A person's e-mail address should not be passed on without permission.
- It is strongly recommended that employees not use chat lines to communicate with parents and students. Social networking vehicles, such as blogs, may be used provided they are set up in a way that maintains a professional and respectful atmosphere.
- All electronic communications by individuals carrying out their roles in the school district are official records under the *Freedom of Information and Protection of Privacy Act*.

Electronic communication that in some way relates to a decision being made about an individual must be kept for at least one year after the decision is made. The communication may be kept in an electronic file or in hard copy.

- These guidelines will be reviewed on a regular basis, at least once a year.

**Previous AP Number:** AP102

**Created:** 2011.11.23