



GBEBD - EMPLOYEE COMMUNICATIONS

This policy concerns communications made by classified, licensed and administrative District employees pursuant to the duties and/or responsibilities of their District employment, as well as communications made by classified, licensed and administrative District employees on their own time outside the duties and responsibilities of their District employment.

COMMUNICATIONS MADE BY DISTRICT EMPLOYEES PURSUANT TO THE DUTIES AND/OR RESPONSIBILITIES OF THEIR DISTRICT EMPLOYMENT

Communications made by District employees in their official capacity have official consequences. For this reason, the District must ensure that such communications are accurate; demonstrate sound judgment; and are consistent with the District's mission, educational values, policies, initiatives and curriculum. Accordingly, the substance and medium of communications made by District employees pursuant to the duties and/or responsibilities of their District employment shall comply with governing law; Board of Education policies; District policies, regulations, administrative guidelines and procedures; and supervisor directives. District employees who fail or refuse to comply with this requirement shall be subject to discipline up to and including termination of their employment.

COMMUNICATIONS MADE BY DISTRICT EMPLOYEES ON THEIR OWN TIME OUTSIDE THE DUTIES AND RESPONSIBILITIES OF THEIR DISTRICT EMPLOYMENT

District employees are responsible for communications they make on their own time outside the duties and responsibilities of their District employment. Such communications include those made in person, those that are written, those via telephone or via audio/video streaming over the Internet, and those via other forms of technology such as social media or texting. If the consequence of such communications is to impede the proper performance of the employees' District job duties and/or responsibilities or to otherwise interfere with the District's regular operations, in accordance with governing law the communications may be prohibited and/or the employees who make them may be subject to discipline up to and including termination of their employment. Examples of such communications that may be prohibited and/or for which the employee who makes them may be subject to discipline in accordance with governing law include but are not limited to the following:

- Communications that undermine supervisory authority;

- Communications that harm close working relationships and/or cause workplace discord;
- Communications that create a conflict of interest with respect to the job duties and/or responsibilities of the employee who makes them;
- Communications that harm positive and effective relationships with the District's students, parents and/or community;
- Communications that disclose confidential information regarding any District students or staff members, or that disclose confidential information related to District operations;
- Communications that state or suggest that they are being made by or on behalf of the District or one of its schools, or that misrepresent the position of the District or one of its schools on any matter;
- Communications that use the name, logo, mascot or official colors of the District or any District school without the written authorization of the Board of Education or superintendent;
- Communications that involve illegal activity;
- Communications that may reasonably be viewed as a true threat to physically injure or otherwise harm a person, or to unlawfully damage or destroy property; and
- Communications with any minor of a sexual, emotional and/or personal nature that indicate the existence of an unreasonable risk to the health, safety, emotional well-being or educational welfare of any District student.

District employees should keep in mind when communicating via social media on their own time outside the duties and responsibilities of their District employment that it can increase the risk that their communications will impede the proper performance of their job duties and/or responsibilities or otherwise interfere with the District's regular operations. This is because social media: (a) significantly increases the number of people who may receive the communication; (b) may allow the communication to be forwarded to people and/or reposted on sites that were neither intended nor contemplated by the employee making the original communication; and (c) may not allow the communication to be deleted at every location where it has been sent, posted, forwarded and/or reposted.

Adopted by Superintendent: November 24, 2014

LEGAL REFS:
C.R.S. 24-34-402.5

CROSS REFS:

CA, District Governance

EHA, District Information Technology

GBAA, Harassment of Employees

GBEE, Employee Use of District Information Technology

JBB, Harassment of Students