

In order to consider the appropriate use of electronic communication between BA-CFA staff and students, the following guidelines are suggested for staff consideration. It is not the intent of the guidelines to interfere with private communications between individuals—nor is it the intent of the guidelines to deny access to recognized student organizations that wish to announce upcoming events that may be of interest to members of the school or community. The goal is to provide guidance on how and where boundaries should be drawn with regard to technology related communication between staff and students.

Staff members should consider the following guidelines when communicating electronically with students:

- Staff should only use email accounts that are provided by BA-CFA to communicate electronically with students.
- Staff should communicate with students and parents using a blog platform, school website, BA-CFA e-mail system, or phone that is provided at the school
- Staff should decline or disregard invitations from currently enrolled students to interact one-on-one through instant messaging and social networking sites.
- Staff should not use a webcam or Internet type of phone to communicate with a student.
- Anytime there is electronic or telephone communication to a student involving schedule changes, cancellation of practice, weather cancellations, etc., the parent or guardian should also be notified.
- Staff in the organization are forbidden from knowingly participating in any type of online games with student.
- In the case of an emergency, if a staff member uses a personal communication device or email account to contact an individual student, the date, time, and nature of the contact should be reported via email to one's supervisor as well as the student's parent or guardian on the next school day.
- Staff must acknowledge that they are aware that technology auditing software is being used by the school in order to protect both students and staff members.

If there is a concern from a member of the school community that these guidelines have been breached, a letter should be addressed to the School Director.

1110 Hendersonville Hwy
Pisgah Forest, NC 28768

SOURCE: Robert Hugh Farley, "Technology Related Communication between Adults and Students"