

Recruiting and Hiring **Staff Personnel** – G-110

Overview

This policy describes the philosophy and practices for recruiting and hiring new personnel in the areas of administration, instruction, and non-instruction. The Northborough School Committee encourages site-based management and accountability as well as shared decision making in the hiring process.

Equal Opportunity

The Northborough Public Schools pursue a policy of equal opportunity in its recruitment, selection, and hiring practices. The District prohibits discrimination against any individual for reasons of race, color, **gender identity**, religion, **marital status**, **age**, **sexual orientation**, **homelessness**, ~~handicap~~, national origin, **military/veteran status**, or **disability**. ~~sex, age, or socioeconomic status~~. All practices are in accordance with fair employment practices as determined by state and federal legislation. **Search committees are encouraged to recruit applications from a broad and diverse spectrum of qualified people who would support the District’s Mission Statement and Core Values. Every available opportunity will be taken to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.**

Recruitment Process

Attracting highly qualified **and diverse** candidates is a priority whenever a position is open. **Multiple Traditional** sources for candidates **may be utilized including** such as advertising in **online sourcing**, newspapers and professional journals, ~~using~~ college placement offices, and **professional networking**. ~~using association contacts are used as well as solicitation of referrals from members of the school community.~~

Selection Process

A Screening Committee **may be used and** made up of members from the following groups reviews candidate’s credentials:

- Administrators
- Parents
- Faculty
- School Committee (**Principals and Central Office Administrator** positions only)
- School Staff

The administration **in collaboration with Human Resources** is responsible for ~~clearly~~ communicating employment standards to the candidate and for overseeing the **screening review** process. ~~and ensuring its consistency.~~

The Screening Committee participates in the interview process and assists the Principal / Administrator in making recommendations to the Superintendent.

~~Sample Hiring Procedure~~

~~Below is a typical procedure for recruiting and hiring a new employee.~~

Sourcing Procedure

Step	Action
1	Document the job description for the position in question
2	Establish the selection criteria to support the job description
3	Communicate with the Administration and / or Department Head to identify additional specialty skills that will create synergy in the department
4	Generate candidate resumes through traditional sources
5	Solicit referrals of qualified individuals

6	Administrator establishes Screening Committee
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Selection Procedure

Step	Action
1	Administrator briefs the Screening Committee on selection and special criteria
2	Administrator identifies and initiates procedures for acquiring missing information (e.g.: references, work samples, transcripts, etc.)
3	Screening Committee identifies leading candidates for a second interview
4	Administrator conducts a second interview with these candidates
5	Administrator contacts or meets with Screening Committee to discuss interview results
6	Administrator makes final recommendations
7	After receiving Superintendent's endorsement, Administrator prepares offer letter and communicates with candidate.

Adopted:	November 6, 2002
Reviewed:	March 20, 2012
Revised:	

Recruiting and Hiring Personnel **Staff**– G-110

Overview

This policy describes the philosophy and District’s practices for recruiting and hiring new **personnel staff** in the areas of administration, instruction, and non-instruction. The Southborough School Committee encourages site-based management and accountability as well as shared decision making in the hiring process.

Equal Opportunity

The Southborough School District pursues a policy of equal opportunity in its recruitment, selection, and hiring practices. **The District prohibits discrimination against any individual for the reasons of** ~~There will be no unlawful discrimination in the hiring process due to~~ race, color, **gender, gender identity**, religion, **marital status, age, sexual orientation, homelessness, national origin, military/veteran status, or** ~~or religious creed, national or ethnic origin, age, disability, or handicap, sex or gender, gender identity, sexual orientation, military or veteran’s status, genetic information, pregnancy or pregnancy-related conditions, or any other characteristic protected under applicable Federal, State or local law.~~ **All practices are in accordance with fair employment practices as determined by state and federal legislation. Search committees are encouraged to recruit applications from a broad and diverse spectrum of qualified people who would support the District’s Mission Statement and Core Values. Every available opportunity will be taken to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.**

Recruitment Process

Attracting highly qualified **and diverse** candidates is a priority whenever a position is open. ~~The Superintendent or Designee is responsible for clearly communicating employment standards to the candidate and for overseeing the process and ensuring its consistency.~~ **Multiple sources for candidates may be utilized including advertising in online sourcing, newspapers and professional journals, college placement offices, and professional networking.**

Selection Process

~~The Superintendent, in consultation with the School Committee, will convene a screening committee for the positions of Assistant Superintendent, Director of Finance and Operations, and Director of Student Support Services. For all other positions, the principal or appropriate hiring manager will form a screening committee. The screening committee will review candidates’ credentials, formulate a list of candidates to interview, and create interview questions. The committee may be comprised of the following stakeholders:~~ **A Screening Committee may be used and may be made up of members from the following groups to review candidates’ credentials:**

- Administrators
- Parents
- Teachers

- Faculty
- School Committee (Principals and Central Office Administrator positions only)
- School Staff
- ~~Community Member(s)~~

The administration in collaboration with Human Resources, is responsible for communicating employment standards to the candidate and for overseeing the screening review process.

The screening committee participates in the interview process and assists the **Principal/Administrator** in making recommendations to the Superintendent. ~~At the Superintendent's descretion, a screening committee may be convened for other positions within the District.~~

Typical Hiring Process

Step	Action
1	Administrator submits a Request to Hire Form to Human Resources for approval by the Superintendent or designee.
2	Review the job description for the position in question.
3	Communicate with Administrator to identify specific skills and knowledge that will create synergy in the department.
4	Advertise position.
5	Screening committee completes interview process.
6	Administrator/screening committee makes final recommendation to Superintendent.
7	Superintendent, or designee, interviews recommended candidate.
8	Superintendent, or designee, extends hire offer to candidate if interview supports candidate(s) hiring.

Adopted:	May 8, 1996
Revised:	May 10, 2000
Revised:	May 9, 2018
Revised:	

Recruiting and Hiring **Staff Personnel** – G-110

Overview

This policy describes the philosophy and practices for recruiting and hiring new **staff personnel** in the areas of administration, instruction, and non-instruction. The Northborough-Southborough Regional School Committee encourages site-based management and accountability as well as shared decision making in the hiring process.

Equal Opportunity

The Northborough-Southborough Regional School District pursues a policy of equal opportunity in its recruitment, selection, and hiring practices. The District prohibits discrimination against any individual for the reasons of race, color, gender, gender identity, religion, marital status, age, sexual orientation, homelessness, national origin, **military/veteran status**, or disability. All practices are in accordance with fair employment practices as determined by state and federal legislation. Search committees are encouraged to recruit applications from a broad and diverse spectrum of qualified people who would support the District's Mission Statement and Core Values. **Every available opportunity will be taken to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.**

Recruitment Process

Attracting highly qualified **and diverse** candidates is a priority whenever a position is open. **Multiple** ~~Traditional~~ sources for candidates **may be utilized including** ~~such as~~ advertising in **online sourcing**, newspapers and professional journals, ~~electronic media~~, college placement offices, and ~~association contacts~~ are used as well as solicitation of referrals from members of the ~~school community~~ **professional networking**.

Selection Process

A Screening Committee **may be used and** may be made up of members from the following groups to review candidates' credentials:

- Administrators
- Parents
- Faculty
- School Committee (**Principals and Central Office** Administrator positions only)
- School Staff

The administration **in collaboration with Human Resources**, is responsible for ~~clearly~~ communicating employment standards to the candidate and for overseeing the **screening review** process. ~~and ensuring its consistency.~~

The Screening Committee participates in the interview process and assists the Principal / Administrator in making recommendations to the Superintendent.

~~Sample Hiring Procedure~~

~~Below is a typical procedure for recruiting and hiring a new employee.~~

Sourcing Procedure

Step	Action
1	Document the job description for the position in question
2	Establish the selection criteria to support the job description
3	Communicate with the Administration and / or Department Head to identify additional specialty skills that will create synergy in the department
4	Generate candidate resumes through traditional sources
5	Solicit referrals of qualified individuals
6	Administrator establishes Screening Committee

Selection Procedure

Step	Action
1	Administrator briefs the Screening Committee on selection and special criteria
2	Administrator identifies and initiates procedures for acquiring missing information (e.g.: references, work samples, transcripts, etc.)
3	Screening Committee identifies leading candidates for a second interview
4	Administrator conducts a second interview with these candidates
5	Administrator contacts or meets with Screening Committee to discuss interview results
6	Administrator makes final recommendations
7	After receiving Superintendent's endorsement, Administrator prepares offer letter and communicates with candidate.

Adopted:	April 2, 1959
Reviewed:	November 19, 1986
Revised:	June 1987
Revised:	November 20, 2002
Revised:	December 19, 2012
Revised:	

Staff Transportation of Students in Private Vehicles – G-130

~~In view of the possible problems of liability resulting from an automobile accident, s~~Staff members are forbidden to transport ~~students children~~ to or from school or to or from any school sponsored activity in their private ~~vehicle ears~~ without prior authorization from the Superintendent or his/her designee.

No students shall ~~be sent on school errands using~~ a staff member's ~~vehicle ear~~.

~~School buses will be used for the transportation of students participating in co-curricular or extracurricular activities. However, when buses are not available, private vehicles of staff may be permitted to transport students to or from school activities that fall within the academic day or extend the school day provided all of the following conditions are met~~

- ~~1. The activity has the approval of the Superintendent of Schools~~
- ~~2. The owner of the vehicle being used in transporting students must file evidence with the Superintendent of personal liability insurance coverage on the vehicle in the amounts of, \$250,000 – \$500,000 or more.~~
- ~~3. The parents of students to be transported in this manner will be fully informed as to this means of transportation and will sign a statement to this effect.~~

Adopted:	December 15, 1976
Revised:	June 15, 2004
Revised:	April 30, 2014
Revised:	

NEW - Overtime Pay – G-150

Employees of the Northborough School District must receive written prior authorization from their supervisor for any overtime worked.

Adopted:	
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NEW - Overtime Pay – G-150

Employees of the Southborough School District must receive written prior authorization from their supervisor for any overtime worked.

Adopted:	
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Overtime Pay – G-150

Employees of the Northborough-Southborough Regional School District must receive **written** prior authorization from their supervisor for any overtime **worked**.

Adopted:	July 7, 1960
Revised:	March 17, 2004
Revised:	January 16, 2008
Revised:	April 16, 2008
Revised:	

Staff Responsible Use Policy - G-160

Purpose

The purpose of the Public Schools of Northborough and Southborough Staff Responsible Use Policy (RUP) is to support an environment that promotes educational excellence. Technology use must be consistent with District educational and administrative objectives. The Public Schools of Northborough and Southborough provide a variety of resources in support of our instructional and administrative programs. Students and staff may also, at times, use their personal information and communication technologies for educational purposes. Therefore, it is incumbent upon all members of the school community to use technology responsibly, ethically and respectfully.

Access to District technology resources is a privilege and not a right. The RUP outlines the responsible use of these resources. This policy is in effect when District provided equipment (laptops, tablets, etc.) is used on or off school property and when ~~using~~ personal devices **or equipment are used** to access the district network or district resources. The end user accepts the terms of the Staff Responsible Use Policy by accessing District technology resources.

Monitoring and Privacy

The Public Schools of Northborough and Southborough filters network access, as much as reasonably possible, to visual, audible and written depictions that are obscene, pornographic, or harmful to minors. The District can and will monitor user online activities and access, review, copy, and store or delete any communications or files and disclose them to others as it deems necessary **or as legally required (ie. Cooperation with law enforcement)**. Users should have no expectation of privacy regarding their use of the District's equipment, network, and/or Internet access or files, including email.

Users may have individual computers or computer accounts, and while users may make incidental personal use of District technology resources, ultimately The Public Schools of Northborough and Southborough has ownership over, and the right to obtain access to the systems and contents. Incidental personal use is permitted so long as it does not violate this policy, the rules of an employee's local unit, or other District policies.

Confidentiality and Data Guidelines

The Public Schools of Northborough and Southborough prohibits unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of information. In addition, it is the District's policy to protect information belonging to third parties that have been entrusted to the District in a manner consistent with its sensitivity and in accordance with all applicable agreements and laws.

Users also are responsible for bringing all known information security vulnerabilities and violations that they notice to the attention of the technology department. Users with personal devices are responsible for securing access to their device's data, and all applications and systems software that provide the capability of connecting to the District's technology resources.

District and school use of technology resources to distribute intellectual property, images, videos and information shall be related to school curriculum and instruction, school-authorized activities, and other information relating to school and district goals. Any distribution of these materials beyond school appropriate use is strictly prohibited. Distributed audio and video recordings of classroom activities shall be age appropriate, will safeguard students identification, and adhere to district policies and state/federal laws.

All District users must respect the copyrights in works that are accessible through devices connected to the District network. Federal copyright law prohibits the reproduction, distribution, public display or public performance of copyrighted materials without permission of the copyright owner, unless fair use or another exemption under copyright law applies. The unauthorized distribution of copyrighted material, including unauthorized file sharing, violates the Copyright Act and may subject you to civil and criminal liabilities.

Communication and Social Media

For guidelines regarding electronic communication and staff use of social media please see the Employee Social Media Policy for the Public Schools of Northborough and Southborough.

The District complies with legislation including, but not limited to:

- The Children’s Internet Protection Act (CIPA);
- Children’s Online Privacy Protection Act (COPPA);
- Family Educational Rights and Privacy Act (FERPA);
- Freedom of Information Act,
- The Massachusetts Public Records Law; and
- Digital Millennium Copyright Act (DMCA)

Disclaimer

Any violation of this policy or applicable City, State and Federal laws will be subject to investigation and/or disciplinary action, up to and including termination of employment and referral to state or federal law enforcement authorities in the appropriate cases.

I acknowledge that I have read and that I understand the *Staff Responsible Use Policy*.

Signature

Date

Adopted:	March 5, 1997
Revised:	October 30, 2000
Revised:	March 6, 2002
Revised:	February 8, 2011
Revised:	June 1, 2011
Revised:	March 20, 2019
Revised:	

Staff Responsible Use Policy - G-160

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Signature

Date

Adopted:	February 11, 1997
Revised:	January 1999
Revised:	November 8, 2000
Revised:	March 5, 2002
Revised:	May 11, 2011
Revised:	March 20, 2019
Revised:	

Staff Responsible Use Policy - G-160

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Communication and Social Media

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Disclaimer

Any violation of this policy or applicable City, State and Federal laws will be subject to investigation and/or disciplinary action, up to and including termination of employment and referral to state or federal law enforcement authorities in the appropriate cases.

I acknowledge that I have read and that I understand the *Staff Responsible Use Policy*.

Signature

Date

Adopted:	March 19, 1997
Revised:	May 16, 2000
Revised:	May 22, 2001
Revised:	January 16, 2002
Revised:	February 16, 2011
Revised:	May 18, 2011
Revised:	March 20, 2019
Revised:	

Staff Employee Social Media Policy - G-170

Scope:

This policy is adopted in addition to, and not as a substitute for, the School District's Technology Responsible Use Policy, which governs the use of the school district's technological resources, and the District's Staff Ethics/Conflict of Interest and Staff Conduct policies.

Purpose:

The Public Schools of Northborough and Southborough recognizes the increasing importance of electronic communication and social media for social interaction and education. However, due to the nature of social networking sites, there exists a risk that the lines between one's professional life and personal life will be blurred. District staff should always be mindful of how they present themselves to the world, online and otherwise.

Employees should be cognizant that any electronic communication regarding school or school business, whether relayed on one's own resources or district resources, may be subpoenaed and/or subject to discovery in a court or administrative proceeding. Additionally, state law requires public employees who send, receive or maintain records in their capacity as public employees, to retain, disclose and dispose of such records in compliance with strict provisions of the public records law. When staff members communicate through school-based resources, such as staff email or school-sponsored web pages, such records are retained and archived through the school's information technology department. The burden falls on the individual employee to comply with the public records laws when using personal email or social network accounts to communicate with students and/or parents and guardians.

Definitions:

Social Media: Any electronic media that allows individuals and/or organizations to create, share or exchange information, ideas, pictures or videos. This includes web-based and mobile-based technologies that support interactive communication between organizations, communities, and individuals that allow the creation and exchange of user-generated content.

Electronic Communication: Any communication or interaction which occurs through electronic means.

Expectations:

The Committees recognize that social media and electronic communication have valuable functionality both in and outside of the classroom. This policy does not **seek, limit, or constrain** any staff member's legal right to speak publicly as a citizen on matters of public concern or to communicate with ~~fellow association members~~ **employees** on, workplace issues, **so as long as such communications do not interfere with the performance of their job duties.**

Notwithstanding, when staff members speak through social media on matters concerning their work, they can be perceived as speaking in their capacity as district employees. A clear line between one's professional life and one's personal life should be drawn at all times.

1. In staff online communications, readers may perceive staff to be "speaking for the school district." Please note: Staff shall not use personal social media to "act on behalf" of the district. Only approved messages and specific people are authorized to speak on behalf of the district.
2. **District employees should not connect with currently enrolled students as a "friend" or contact them using a personal social media account.** However, a teacher and/or classroom account for the purpose of education is acceptable. It is understood that even with the strictest

privacy settings in place, any information willingly put out via social media should be considered public, and therefore can be viewed by anyone.

3. At all times, and in the use of any form of communications, staff members will always adhere to student privacy rights and the rights of employees to have their personnel and medical information kept confidential. Information that is protected by law from disclosure to third parties will not be communicated online in a way that unreasonably exposes such information to retrieval by third parties.
4. District employees are expected to communicate with students and parents on educational matters only, and only through school-based resources, such as school-provided email or web portal accounts. Use of one's personal email account or personal social networking account to discuss school business with students and parents is not allowed. Staff shall not provide their personal email addresses to students.
5. Staff communications with students, even if staff does not use school resources for such communications, are within the jurisdiction of the school district to monitor when they arise out of your position as an educator.
6. In the use of social media, staff may not, without express permission from the superintendent of schools, use the school's logo, likeness or any school photographs or other property that belongs to the school.
7. Use of photographs in social media shall be in accordance with the district's Internet and media Publication Permission Form.
8. The district provided user accounts shall be utilized when accessing social media for educational purposes.
9. Staff are encouraged to report any inappropriate use of social media by fellow staff members and shall report any improper use of social media by the students to their district administrator immediately.

Cellular Phones and Text Messaging:

Staff employed by The Public Schools of Northborough and Southborough are charged with, among many other things, maintaining a safe educational environment for students. Staff members should not provide their personal contact information such as cellular and home telephone numbers. There are limited instances described herein where it is appropriate to give out this information. All Staff who lead school-sponsored trips or organize events that require travel shall maintain a line of communication with students and parents by providing their personal cell phone number to all student participants and their parents. Students may also provide their personal cell phone numbers to staff who lead school-sponsored trips or organize events that require travel to facilitate communication during travel. The purpose of this limited exchange of personal information is to ensure student safety during travel and in the event of an emergency.

1. Staff members shall communicate to students and their parents that the staff member's personal cell phone number is being provided for educational, informational, or safety purposes only.
2. Staff members shall only contact students via their personal cell phones for specific purposes (i.e., the student has not returned to a bus on a field trip).
3. Staff communication with students is to be directed through district provided email addresses.
4. Staff members who provide students with personal contact information shall explain the limited reason it is being provided and shall report any unauthorized use of this information by students to the principal or his/her designee immediately.

Web-Based Communication, Instructional, and Collaboration Tools:

1. Staff may use District approved communication and collaboration tools for instructional purposes.
2. Staff shall create said websites using only District provided web tools.
3. Staff shall not identify students by their last names on District approved and provided web tools unless permission is granted by the parent or guardian.
4. The District will provide students with alternative means of obtaining information provided via social media tools if home access is not available.
5. Staff shall cite all sources of content they provide on these pages and comply with applicable copyright laws and other applicable intellectual property laws.

Public Records Law and Copyright Protection

State law defines “public record” as all “documentary materials or data, regardless of physical form or characteristics, made or received by any officer or employee of” any governmental entity. M.G.L. c 4, § 7(26); 950 CMR 32.03. Public records are subject to the retention and disclosure requirements of the public records law.

1. Staff shall save all direct messages and communications conveyed through district accounts on social media sites.
2. Staff shall save all communications conveyed through district email addresses.
3. Staff shall comply with applicable copyright laws when posting information produced by another person or entity and shall cite all third-party sources of information posted or shared.

Statement to Staff:

The Superintendent and Administration retain the right to monitor all school-related activity on district owned equipment and all activity on the district’s network for the purpose of maintaining the safety of students and staff and to ensure that this policy is followed by all staff members.

Any violation of this policy or applicable city, state and federal laws will be subject to investigation and/or disciplinary action, up to and including termination of employment and referral to state or federal law enforcement authorities in the appropriate cases.

I acknowledge that I have read and that I understand the Staff Social Media Policy.

Signature

Date

Adopted:	March 20, 2019
Revised:	

Staff Employee Social Media Policy - G-170

Scope:

This policy is adopted in addition to, and not as a substitute for, the School District's Technology Responsible Use Policy, which governs the use of the school district's technological resources, and the District's Staff Ethics/Conflict of Interest and Staff Conduct policies.

Purpose:

The Public Schools of Northborough and Southborough recognizes the increasing importance of electronic communication and social media for social interaction and education. However, due to the nature of social networking sites, there exists a risk that the lines between one's professional life and personal life will be blurred. District staff should always be mindful of how they present themselves to the world, online and otherwise.

Employees should be cognizant that any electronic communication regarding school or school business, whether relayed on one's own resources or district resources, may be subpoenaed and/or subject to discovery in a court or administrative proceeding. Additionally, state law requires public employees who send, receive or maintain records in their capacity as public employees, to retain, disclose and dispose of such records in compliance with strict provisions of the public records law. When staff members communicate through school-based resources, such as staff email or school-sponsored web pages, such records are retained and archived through the school's information technology department. The burden falls on the individual employee to comply with the public records laws when using personal email or social network accounts to communicate with students and/or parents and guardians.

Definitions:

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Electronic Communication: Any communication or interaction which occurs through electronic means.

Expectations:

The Committees recognize that social media and electronic communication have valuable functionality both in and outside of the classroom. This policy does not **seek, limit, or constrain** any staff member's legal right to speak publicly as a citizen on matters of public concern or to communicate with fellow association members **employees on, workplace issues, so as long as such communications do not interfere with the performance of their job duties.**

Notwithstanding, when staff members speak through social media on matters concerning their work, they can be perceived as speaking in their capacity as district employees. A clear line between one's professional life and one's personal life should be drawn at all times.

1. In staff online communications, readers may perceive staff to be "speaking for the school district." Please note: Staff shall not use personal social media to "act on behalf" of the district. Only approved messages and specific people are authorized to speak on behalf of the district.
2. District employees should not connect with currently enrolled students as a "friend" or contact them using a personal social media account. However, a teacher and/or classroom account for the purpose of education is acceptable. It is understood that even with the strictest privacy

settings in place, any information willingly put out via social media should be considered public, and therefore can be viewed by anyone.

3. At all times, and in the use of any form of communications, staff members will always adhere to student privacy rights and the rights of employees to have their personnel and medical information kept confidential. Information that is protected by law from disclosure to third parties will not be communicated online in a way that unreasonably exposes such information to retrieval by third parties.
4. District employees are expected to communicate with students and parents on educational matters only, and only through school-based resources, such as school-provided email or web portal accounts. Use of one's personal email account or personal social networking account to discuss school business with students and parents is not allowed. Staff shall not provide their personal email addresses to students.
5. Staff communications with students, even if staff does not use school resources for such communications, are within the jurisdiction of the school district to monitor when they arise out of your position as an educator.
6. In the use of social media, staff may not, without express permission from the superintendent of schools, use the school's logo, likeness or any school photographs or other property that belongs to the school.
7. Use of photographs in social media shall be in accordance with the district's Internet and media Publication Permission Form.
8. The district provided user accounts shall be utilized when accessing social media for educational purposes.
9. Staff are encouraged to report any inappropriate use of social media by fellow staff members and shall report any improper use of social media by the students to their district administrator immediately.

Cellular Phones and Text Messaging:

Staff employed by The Public Schools of Northborough and Southborough are charged with, among many other things, maintaining a safe educational environment for students. Staff members should not provide their personal contact information such as cellular and home telephone numbers. There are limited instances described herein where it is appropriate to give out this information. All Staff who lead school-sponsored trips or organize events that require travel shall maintain a line of communication with students and parents by providing their personal cell phone number to all student participants and their parents. Students may also provide their personal cell phone numbers to staff who lead school-sponsored trips or organize events that require travel to facilitate communication during travel. The purpose of this limited exchange of personal information is to ensure student safety during travel and in the event of an emergency.

1. Staff members shall communicate to students and their parents that the staff member's personal cell phone number is being provided for educational, informational, or safety purposes only.
2. Staff members shall only contact students via their personal cell phones for specific purposes (i.e., the student has not returned to a bus on a field trip).
3. Staff communication with students is to be directed through district provided email addresses.
4. Staff members who provide students with personal contact information shall explain the limited reason it is being provided and shall report any unauthorized use of this information by students to the principal or his/her designee immediately.

Web-Based Communication, Instructional, and Collaboration Tools:

1. Staff may use District approved communication and collaboration tools for instructional purposes.
2. Staff shall create said websites using only District provided web tools.
3. Staff shall not identify students by their last names on District approved and provided web tools unless permission is granted by the parent or guardian.
4. The District will provide students with alternative means of obtaining information provided via social media tools if home access is not available.
5. Staff shall cite all sources of content they provide on these pages and comply with applicable copyright laws and other applicable intellectual property laws.

Public Records Law and Copyright Protection

State law defines “public record” as all “documentary materials or data, regardless of physical form or characteristics, made or received by any officer or employee of” any governmental entity. M.G.L. c 4, § 7(26); 950 CMR 32.03. Public records are subject to the retention and disclosure requirements of the public records law.

1. Staff shall save all direct messages and communications conveyed through district accounts on social media sites.
2. Staff shall save all communications conveyed through district email addresses.
3. Staff shall comply with applicable copyright laws when posting information produced by another person or entity and shall cite all third-party sources of information posted or shared.

Statement to Staff:

The Superintendent and Administration retain the right to monitor all school-related activity on district owned equipment and all activity on the district’s network for the purpose of maintaining the safety of students and staff and to ensure that this policy is followed by all staff members.

Any violation of this policy or applicable city, state and federal laws will be subject to investigation and/or disciplinary action, up to and including termination of employment and referral to state or federal law enforcement authorities in the appropriate cases.

I acknowledge that I have read and that I understand the Staff Social Media Policy.

Signature

Date

Adopted:	March 20, 2019

Staff Social Media Policy - G-170

Scope:

This policy is adopted in addition to, and not as a substitute for, the School District's Technology Responsible Use Policy, which governs the use of the school district's technological resources, and the District's Staff Ethics/Conflict of Interest and Staff Conduct policies.

Purpose:

The Public Schools of Northborough and Southborough recognizes the increasing importance of electronic communication and social media for social interaction and education. However, due to the nature of social networking sites, there exists a risk that the lines between one's professional life and personal life will be blurred. District staff should always be mindful of how they present themselves to the world, online and otherwise.

Employees should be cognizant that any electronic communication regarding school or school business, whether relayed on one's own resources or district resources, may be subpoenaed and/or subject to discovery in a court or administrative proceeding. Additionally, state law requires public employees who send, receive or maintain records in their capacity as public employees, to retain, disclose and dispose of such records in compliance with strict provisions of the public records law. When staff members communicate through school-based resources, such as staff email or school-sponsored web pages, such records are retained and archived through the school's information technology department. The burden falls on the individual employee to comply with the public records laws when using personal email or social network accounts to communicate with students and/or parents and guardians.

Definitions:

Social Media: Any electronic media that allows individuals and/or organizations to create, share or exchange information, ideas, pictures or videos. This includes web-based and mobile-based technologies that support interactive communication between organizations, communities, and individuals that allow the creation and exchange of user-generated content.

Electronic Communication: Any communication or interaction which occurs through electronic means.

Expectations:

The Committees recognize that social media and electronic communication have valuable functionality both in and outside of the classroom. This policy does not **seek, limit or constrain** any staff member's legal right to speak publicly as a citizen on matters of public concern or to communicate with ~~fellow association members~~ **employees** on, workplace issues, **so as long as such communications do not interfere with the performance of their job duties.**

Notwithstanding, when staff members speak through social media on matters concerning their work, they can be perceived as speaking in their capacity as district employees. A clear line between one's professional life and one's personal life should be drawn at all times.

1. In staff online communications, readers may perceive staff to be "speaking for the school district." Please note: Staff shall not use personal social media to "act on behalf" of the district. Only approved messages and specific people are authorized to speak on behalf of the district.
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3. At all times, and in the use of any form of communications, staff members will always adhere to student privacy rights and the rights of employees to have their personnel and medical

information kept confidential. Information that is protected by law from disclosure to third parties will not be communicated online in a way that unreasonably exposes such information to retrieval by third parties.

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Any violation of this policy or applicable city, state and federal laws will be subject to investigation and/or disciplinary action, up to and including termination of employment and referral to state or federal law enforcement authorities in the appropriate cases.

I acknowledge that I have read and that I understand the *Employee Social Media Responsible Policy*.

Signature

Date

Adopted:	March 20, 2019
Revised:	

Jury Duty – G-190

Overview

This policy describes payment to employees for jury duty.

Description

Any employee of the school department who is called to jury duty must present written evidence of the jury duty to the Superintendent.

For the first three days of jury duty, the employee will receives their ~~his or her~~ regular wages. If jury duty extends beyond three days, the employee will receive the difference between their ~~his or her~~ regular pay and the pay for jury duty.

Legal Reference: MGL Chapter 234A, Section 48

Adopted:	May 1, 1985
Revised:	June 1987
Revised:	June 6, 2001
Revised:	May 2, 2012
Revised:	

Jury Duty – G-190

Overview

This policy describes payment to employees for jury duty.

Description

Any employee of the school department who is called to jury duty must present written evidence of ~~the~~ jury duty to the Superintendent.

For the first three days of jury duty, ~~or part thereof,~~ the employee ~~will~~ receives ~~their~~ ~~his or her~~ regular wages. If jury duty extends beyond three days, the employee ~~will~~ receives ~~the~~ difference between ~~their~~ ~~his or her~~ regular pay and the pay for jury duty.

Legal Reference: M.G.L. Chapter 234A, Section 48

Adopted:	May 8, 1985
Revised:	June, 1987
Revised:	January, 1999
Revised:	March 7, 2017
Revised:	

Jury Duty - G-190

Overview

This policy describes payment to employees for jury duty.

Description

Any employee of the school department who is called to jury duty must present written evidence of ~~the~~ jury duty to the Superintendent.

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Legal Reference: M.G.L. Chapter 234A, Section 48

Adopted:	April 24, 1985
Revised:	June 1987
Reviewed/Revised:	May 22, 2001
Revised:	