

PARENT AUTHORIZATION FOR AN EMPLOYEE'S PERSONAL USE OF SOCIAL MEDIA
WITH A STUDENT BASED ON A SOCIAL RELATIONSHIP

Please complete the following information:

Student's Name (please print): _____

School: _____ Grade: _____

Parent/Guardian's Name: _____

Employee's Name: _____

Basis of Employee's Social Relationship with Student: _____

The School Corporation permits only certificated/licensed employees, and those employees authorized in writing by the Superintendent or Principal, to use social media with students. Teachers are limited to communicating with students about matters pertaining to the students' classwork, homework, and tests/quizzes. Employees who have extra-curricular responsibilities are limited to communicating about the extra-curricular activity. Other staff members – including support staff, administrators, secretaries, bus drivers, janitors/custodians, cafeteria workers, etc. – are prohibited from communicating via social media with students, except as expressly authorized by the () Principal () Superintendent () _____.

The above-stated limitations on an employee's ability to communicate with students via social media are subject to the following two (2) exceptions:

- (1) this prohibition applies only to communications with students currently enrolled in the Corporation; and
- (2) the Corporation recognizes an employee may communicate via social media with relatives, the children of friends, friends of the employee's children, and members or participants in the same civic, social, recreational, or religious organizations (i.e., a "social relationship" exists between the employee and the student).

In order for an employee to claim an exception based on a social relationship, the employee must provide to the student's parent/guardian a copy of AG 7544 – Use of Social Media and have the parent/guardian complete this form, which must be submitted to the Building Principal.

As the parent/guardian of _____ [insert student's name], I hereby acknowledge that:

- (a) an employee provided to me a copy of AG 7544 – Use of Social Media;
- (b) my child has a “social relationship” (as defined above) outside of school with the employee;
- (c) based upon my signature at the bottom of this page, I give permission for the employee to communicate with my child via social media concerning matters related to their social relationship; and
- (d) I am solely responsible for monitoring personal social media communications between the employee and my child.

Parent/Guardian's Signature: _____ Date: _____