

EMPLOYEE CERTIFICATION TO PERMIT PERSONAL USE OF
SOCIAL MEDIA WITH A STUDENT BASED ON A SOCIAL RELATIONSHIP

Please complete the following information:

Employee's Name (please print): _____

School: _____ Position: _____

Building Principal/Immediate Supervisor: _____

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:

- (1) provide a copy of AG 7544 – Use of Social Media to the parent/guardian of each student listed below;
- (2) explain to each listed student's parent/guardian that the parent/guardian is solely responsible for monitoring social media-based communications between me and his/her child; and
- (3) submit this form to his/her Building Principal/Immediate Supervisor.

<u>Student Name</u>	<u>School</u>	<u>Grade</u>	<u>Home Address</u>	<u>Parent/Guardian Name</u>	<u>Basis of Social Relationship</u>

I, _____ [insert employee's name], affirm and acknowledgment that I have completed this form truthfully and taken the above-identified actions. I acknowledge that falsification of this form may be grounds for disciplinary action, up to and including termination.

Employee's Signature: _____ Date: _____