THE BOARD OF EDUCATION OF SCHOOL DISTRICT 68
EDUCATION COMMITTEE MEETING
TO BE HELD WEDNESDAY, OCTOBER 3, 2018 – 6:00 PM
BOARD ROOM
AGENDA

1. CALL TO ORDER
The Chair will call the meeting to order and recognizes that tonight’s meeting is being held on the traditional territory of the Snuneymuxw people.

2. ADDITIONS TO THE AGENDA

3. DELETIONS TO THE AGENDA

4. CHANGE IN ORDER

5. APPROVAL OF THE AGENDA

6. APPROVAL OF THE MINUTES
   6.1 Minutes - September 5, 2018

   That the minutes from the Education Committee meeting held September 5, 2018, be approved.
   01 - Sep 05 2018

7. PRESENTATIONS
   7.1 Assistant Superintendent Gray
       Re: District Choice Programs/Academies
       District Choice Programs Academies
   7.2 Deputy Superintendent Davie
       Re: Strategies Aimed at Improving Graduation Rates
       Graduation Strategies

8. RECONCILIATION

9. SENIOR STAFF REPORTS
   9.1 Executive Director of Communications D. Burgos
       Re: AP 107 - Social Media
       AP 107 - Social Media

10. CORRESPONDENCE REFERRED FROM THE REGULAR BOARD MEETING

11. UNFINISHED BUSINESS
12. NEW BUSINESS

13. QUESTION PERIOD

Question Period is intended to enable the public to obtain clarifying information regarding a current agenda item.

Individuals wishing to ask questions of the Board upon completion of Committee and Board sessions shall do so in writing on the form provided which includes their name, street address and email address. The individual will be asked to verify his/her self and be afforded the opportunity to read out their own question. Each individual shall be limited to one follow-up question upon receiving a response. Questions and responses will be included in the video of the meeting and the meeting minutes and will be part of the public record.

*Forms are available in the information rack near the entrance of the Board Room*

14. ADJOURNMENT
THE BOARD OF EDUCATION OF SCHOOL DISTRICT 68
MINUTES OF EDUCATION COMMITTEE MEETING
HELD SEPTEMBER 5, 2018

PRESENT:

Trustees
N. Bob, Chair
B. Robinson, Vice-Chair
J. Solomon
S. Kimler
J. Brennan
T. Brzovic
S. Rae
S. Higginson
N. Routley

Staff
S. Saywell, Superintendent/CEO
C. McVeigh, Secretary-Treasurer
T. Davie, Deputy Superintendent
P. Trick, Chief Consultant Workforce, Planning & Development
B. Esliger, Assistant Superintendent
R. Gray, Assistant Superintendent
L. Tait, Assistant Superintendent
D. Burgos, Executive Director of Communications
K. Matthews, Senior Executive Assistant

ABSENT:
N/A

IN ATTENDANCE
J. Wood, NDTA Rep
J. Smith, CUPE Rep
J. Krog-Irving, DPAC Rep
D. Prevost, DASG Rep

Meeting No. E01

CALL TO ORDER
The Chair called the meeting to order at 6:01 pm and recognized that tonight's meeting is being held on the traditional territory of the Snuneymuxw people.

ADDITIONS TO THE AGENDA
There were none. Secretary-Treasurer McVeigh announced that the District will be hosting an Information Session on Monday, September 10th at 6:00 pm, for anyone interested in becoming a Trustee.

DELETIONS TO THE AGENDA
There were none.

CHANGE IN ORDER
There was none.
Minutes of the Education Committee Meeting held September 5, 2018

APPROVAL OF THE AGENDA

IT WAS MOVED BY Trustee Rae
IT WAS SECONDED BY Trustee Brzovic
Folio: EC/18/09/05-01
That the Agenda be approved.
CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES

Minutes - June 6, 2018

IT WAS MOVED BY Trustee Rae
IT WAS SECONDED BY Trustee Brzovic
Folio: EC/18/09/05-02
That the minutes from the Education Committee meeting held June 6, 2018, be approved.
CARRIED UNANIMOUSLY

PRESENTATIONS

Kelly Inglis
Re: Best Me I Can Be Program
District Literacy Student Support Coordinator, Kelly Inglis, profiled a student recognition program created by Bill Robinson. The presentation is attached to the Agenda.

RECONCILIATION

Deputy Superintendent Davie, Trustees Higginson and Robinson
Re: Reconciliation Committee Update
Deputy Superintendent, Tim Davie, provided an update on the work of the district's Reconciliation Committee has completed thus far.

SENIOR STAFF REPORTS

Superintendent Saywell’s Report
- Enrolment Update
- Staffing Update
Superintendent Saywell provided an update on Staffing and Enrolment.

Deputy Superintendent Davie and Department of Learning Services
Re: Learning Agenda
Assistant Superintendents Gray, Tait and Esliger provided an overview of the district’s Learning Agenda. This presentation is attached to the Agenda.
Minutes of the Education Committee Meeting held September 5, 2018

CORRESPONDENCE
REFERRED FROM THE REGULAR BOARD MEETING

There was none.

UNFINISHED BUSINESS

Superintendent Saywell
Re: Former Trustee Recognition

IT WAS MOVED BY Trustee Brennan
IT WAS SECONDED BY Trustee Brzovic

Folio
EC/18/09/05-03

The Education Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the recommendations, as set out in the Information Sheet for Board Recognition and that the procedure be formalized as a District Administrative Procedure.

CARRIED UNANIMOUSLY

NEW BUSINESS

There was none.

QUESTION PERIOD

There was one question this evening:

C. McKay: How often do Tier 3 interventions occur in relation to literacy? Specifically in elementary/Intermediate grades? Has the number of interventions become less after the introduction of the NLPS formative assessment tool?

Assistant Superintendent L. Tait responded: Particularly in focus schools, the interventions have definitely changed. We have become more wholesome with more efficacy at the Tier 1 level, between classroom teachers keeping kids in classrooms, doing more push in vs. pull out, which may be a Tier 2 or Tier 3. We are seeing more of that wholesome activity at the classroom level. Less Tier 3 referrals because we have more kids staying in classrooms. Along with that, there has been a lot of professional learning because of the NLPS Reading Assessment. Teachers/educators are getting much better at looking at data and knowing what to do next in order to serve that child’s needs far better than we ever used to. We are still using all of our support from our LSST members, our student support teachers, our
SLP’s but as well the teacher is part of that role, where it might not have been that way before.

**ADJOURNMENT**

IT WAS MOVED BY Trustee Brennan
IT WAS SECONDED BY Trustee Brzovic
That the meeting be adjourned.
CARRIED UNANIMOUSLY

The meeting adjourned at 7:11 pm
BOARD OF EDUCATION
Nanaimo Ladysmith Public Schools

EDUCATION COMMITTEE MEETING
INFORMATION SHEET

DATE: October 3rd, 2018
TO: Education Committee
FROM: Robyn Gray, Assistant Superintendent
SUBJECT: District Choice Programs/Academies

Reference:
Administrative Procedure 303-Student Registration and School Choice (Attached as Appendix A)

Background:
In the past school year 2017-2018, the district has experienced a need for additional space and facilities to accommodate a greater number of programs and students. This has occurred for a number of reasons:

1. There has been an unexpected overall increase in student enrolment.
2. Supreme Court Ruling / Class size & Composition expectations as outlined in MOA Schedule A, LOU 17.

In schools that have a District Choice Program, it is becoming more difficult to accommodate the existing programs and provide greater options and access for students across the district to have this choice.

As stated in AP 302-School Boundaries and Catchment Areas:

The Board supports the provision of choice for attending schools other than the catchment-area school and for attending District programs where space and facilities permit.

In Nanaimo Ladysmith Public Schools we have a number of District Choice Programs:

- French Immersion,
- Departure Bay Eco School,
- Jazz Academy,
- Performing Arts Academy,
- Five sports specific academies (Baseball, Soccer, Lacrosse, Volleyball, and Hockey)

Each one of these District Choice Programs have specific policies and procedures related to cost and admittance criteria. These policies and procedures help to guide the program and its implementation.
Applications for acceptance into a District Choice Programs follow a process that is upheld by AP 303-Student Registration and School Choice.

As stated in AP 303-Student Registration and School Choice:

Student admission in Nanaimo Ladysmith Public Schools is to be guided by the following principles:

- **Access to neighbourhood school**: The admission process should maximize the number of students able to attend their catchment-area school, in accordance with their wishes.

- **Choice**: The admission process should maximize the student’s and parent’s ability to choose the school and educational program which best meets the student’s educational needs.

- **Certainty, stability, and continuity**: The admission process should support certainty, stability and continuity for students and families. Siblings will be admitted to the same school wherever possible, subject to the provisions of the School Act and the wishes of the family.

- **Efficient resource allocation**: The admission process should enable school and district staff to plan the allocation of space and instructional resources to best accommodate demand and minimize adjustments required at the beginning of the school year.

**Information:**

As the demands on facilities increase and there is continued success within NLPS Programs of Choice, additional steps will need to be taken in order to address these issues particularly as it applies to Programs of Choice. Therefore, the district plans to implement the following steps:

1. Revise Administrative Procedure 303-Student Registration and School Choice in order to add clarity to the registration and acceptance process. (Attached)

2. Create district standards for each Program of Choice that will support the principles and procedures as stated in AP 303.

3. Provide any further recommendations to the Board of Education in Spring 2019 related to Programs of Choice.

**Appendix A**: Revised AP 303-Student Registration and School Choice.
Administrative Procedure 303 – Student Registration and School Choice

AP 303 – Student Registration and School Choice

Purpose

Normally, a student will register and attend the school whose boundaries include the student’s primary residence, subject to the provisions of the procedures.

Registration timelines and dates for catchment area school registration, out-of-catchment requests to register and out-of-district requests to register will normally be established by December of the year preceding the year for which application is made.

As stated in AP 302 – School Boundaries and Catchment Areas, the Board supports the provision of Choice for attending schools other than the catchment-area school and for attending district programs where space and facilities permit.

Student admission in Nanaimo Ladysmith Public Schools is to be guided by the following principles:

- **Access to neighbourhood school:** The admission process should maximize the number of students able to attend their catchment-area school, in accordance with their wishes.

- **Choice:** The admission process should maximize the student’s and parent’s ability to choose the school and educational program which best meets the student’s educational needs.

- **Certainty, stability, and continuity:** The admission process should support certainty, stability and continuity for students and families. Siblings will be admitted to the same school wherever possible, subject to the provisions of the School Act and the wishes of the family.

- **Efficient resource allocation:** The admission process should enable school and district staff to plan the allocation of space and instructional resources to best accommodate demand and minimize adjustments required at the beginning of the school year.

The Board will endeavour to provide programs that meet the interests and needs of district students.

Procedure

1. **Definitions**

   1.1 **Catchment-area Child:** a person who is:

      1.1.1 of school age, and
      1.1.2 a resident in the catchment area of the school
1.2 **Continuing Student:** a school-age student in attendance at the school or a designated feeder school during the previous school year who is expected to continue in the educational program for the succeeding year. It does not include:

1.2.1 a non-school district child who attended during the previous school year on a discretionary acceptance, unless approved for renewal by the school principal or Superintendent’s delegate

1.2.2 a child who withdraws or transfers from the school or educational program before the end of the previous school year

1.2.3 a student who attended during the previous year on a disciplinary transfer.

1.3 **District Choice Programs:** programs established with a particular educational focus and offered at specific schools for which application to the district must be made in accordance with the policies and procedures for those programs. They may have special program entrance criteria and special catchment areas.

**District Choice Programs/Academies:** programs established with a particular educational focus and offered at specific schools for which application to the district must be made in accordance with the school policies and procedures for the specific program. They may have special program entrance criteria and application processes.

1.4 **Feeder Schools** and their associated **Receiving Schools** are as described by the Board’s catchment areas, where the class from the highest grade offered by the feeder school would be enrolled the next year in a designated receiving school unless an application for enrolment elsewhere is accepted, under the district’s enrolment process for continuing students.

1.5 **Non-catchment area Child:** a person who is:

1.5.1 of school age
1.5.2 a resident in the school district and
1.5.3 not a resident in the catchment area of the school

1.6 **Non-school district Child:** a person who is:

1.6.1 of school age
1.6.2 a resident in British Columbia
1.6.3 not a resident in the school district.

1.7 **Parent:** includes a guardian of the person appointed by Court Order or under the Will of a deceased parent, and does not include a non-custodial parent.

1.8 **Place of Residence:** for purposes of this policy, a student’s place of residence is deemed to be that of the student’s parent, unless satisfactory evidence is produced that the student’s ordinary place of residence during the school year is elsewhere.
1.9 **Previous School Year:** the school year previous to the school year for which the person is applying to enrol in an educational program.

1.10 **School District Child:** a catchment-area child or a non-catchment-area child.

1.11 **Transfer Student:** a school-age student or child applying to attend a school other than the catchment school, by request.

1.12 Throughout these guidelines the term student may be used interchangeably with child. In general, the term student will apply to any child who is registered for school in the district, or who has made application to attend school in the district.

2. **Determination of Available Space and Facilities**

2.1 For purposes of Section 74.1(6) and (7) of the School Act, space and facilities are available in a school to enrol an applicant if:

   *there is capacity to provide the applicant with an educational program appropriate to the applicant’s needs, taking into account both physical and educational resources, after reasonable enrolment projections have been made to allow for:*

   2.1.1 accommodation of continuing students.
   2.1.2 district programs located in the school, and (if applicable),
   2.1.3 District Choice Programs/Academies located in the school, and (if applicable)

   2.1.3 a Kindergarten program adequate to accommodate the projected enrolment of catchment-area children.

2.2 The Superintendent of Schools/designate will determine whether space and facilities are available in individual schools and for educational programs for purposes of Section 74.1(6) and (7) of the School Act, in accordance with paragraphs 2.1 and 2.3.

2.3 Decisions will be made, in consultation with the principal of the effected school, and will be based on program capacity and will include consideration of the following factors:

   2.3.1 the operating capacity of the school as defined by the Ministry of Education, and the staff assigned to a school by the district.
   2.3.2 the physical space in which instructional programs operate in the school.
   2.3.3 the ability of the school to provide appropriate educational programs for the applicant and other students.
   2.3.4 the needs of other programs located in the school.
2.4 After enrolment of continuing students, if the requisite space and facilities are determined to be available, applications from new students and transfer applications will be accepted in the following priority, provided application deadlines and other requirements have been met.

2.4.1 catchment-area child who attended the school during the previous school year
2.4.2 other catchment-area child
2.4.3 non-catchment-area child
2.4.4 non-school district child

2.5 If space and facilities are inadequate to accommodate all continuing students, continuing students will be re-enrolled in the following descending order of priority. All are subject to any permitted sibling preference.

2.5.1 continuing catchment-area student
2.5.2 continuing non-catchment-area student
2.5.3 continuing non-school district student (Billet: definition – Billets are families who provide lodging for sports players in their homes during a sports season). Students that are billeted are considered non-school district students.

2.6 Wait lists will be established at individual schools for those students not initially accepted, will be maintained until the last school day of September of the school year for which application is made.

2.7 Re-evaluation of space availability will take place periodically until June 30th to ensure that the maximum number of requests is met at the earliest time possible.

2.8 As per Section 2.1, applicants for enrolment in Kindergarten programs and District Choice programs will be separately prioritized and assigned to schools in advance of all other students as set out in Section 2.4.

As per Section 2.1, applicants for enrolment in Kindergarten programs and District Choice Programs/Academies will be separately prioritized and assigned to schools in advance of all other students.

3. Tie-Breaking

3.1 When applications that are made within the timeframe have the same priority (after application of any permitted sibling preference), their ultimate priority, as between them, will be determined by time and date of application.

4. Alternate Enrolment Process for Continuing School District Students

4.1 Continuing students are not required to apply. They will be automatically enrolled in the applicable educational program or school, subject to space availability and to meeting program requirements, unless transferred or withdrawn.
4.2 Students who attend a school as a result of a disciplinary transfer are deemed as *continuing* in the school they were directed to leave, following the completion of the term of enforced transfer. Such students may apply for out-of-catchment transfer to the school that they were sent. This application would be subject to the regulations outlined in Section 2.4, for new applications for out-of-catchment attendance.

5. Dates for Applications to Enrol and Enrolment

5.1 The Board will normally establish dates for submission of Application to Enrol no later than the January prior to the commencement of instruction in a new school or a school undergoing boundary/catchment area revisions.

The Board may establish different dates for different grades, educational programs, schools, or categories of applicant.

5.2 Applications received after the dates established will be considered only following that of applicants who applied within the timeframe.

5.2.1 Such applications will be accepted or rejected by the Superintendent/ designate if it is considered that such action is in the best interest of the student concerned and can be accommodated within the space and facility available at the school of application.

5.2.2 All applications received after the last day of school in September are mid-year requests and will be accepted or rejected by the Superintendent/ designate if it is considered that such action is in the best interest of the student concerned and can be accommodated within the space and facility available at the school of application.

6. Guarantee of Educational Program in the District

6.1 School district children who apply for enrolment in an educational program will be provided with an educational program in the district, unless a parent of the student consents to a placement outside the school district.

7. Parent/Student Commitment to an Educational Program

7.1 The district process shall encourage children (if of appropriate age) and their parents to jointly consider the children's educational needs before requesting an assignment to a school other than the current school or the catchment-area school.

7.2 Students may apply for more than one educational program but may only be enrolled in one. When an applicant is offered and accepts enrolment in an educational program (in or out of the school district), applications for all other programs become invalid.

7.3 The Superintendent/designate is authorized to enter into reciprocal agreements with other school districts to review wait lists and enrolment information in order to enforce this policy.
8. Program Requirements

8.1 Applicants for enrolment must meet all program requirements for the requested educational program and will be subject to any selection process established for that program.

9. Discretionary Acceptance: Suspended or Expelled Non-School District Students

9.1 Enrolment applications from non-school district children may be refused if the child:

9.1.1 is under suspension from a BC public school or school district, or

9.1.2 has been refused an educational program by a BC public school board under Section 85(3) of the School Act for refusing to comply with the Code of Conduct and other rules and policies of the Board, or has failed to apply himself or herself to his or her studies.

9.2 Such applications will be referred to the Superintendent/designate for a decision on admission. Admissions may be made subject to terms and conditions. A student who has been admitted under this Section is not entitled to the status of a continuing student for the following school year unless approved by the school principal or Superintendent/designate.

10. Sibling Preference

10.1 Subject to the School Act, when one sibling is enrolled in or admitted to an educational program in a school (other than as a result of a disciplinary transfer), other siblings are given priority within their requested educational programs in the same school. This preference does not apply when the siblings will not be attending concurrently.

11. Communication of Application Periods & Enrolment Dates

11.1 Application periods and enrolment dates will be communicated to the school communities and to the community at large and may also be communicated to other communities within and outside the school district.

12. Parent Responsibility for Transportation

12.1 In all cases where a non-catchment area child or a non-district area child has had their application approved, the final responsibility for daily transportation of the student shall rest with the parent(s). However, as a courtesy and/or where it is convenient for the district, the district may provide transportation.
Adopted: April 1, 2004
References: The School Act
              AP 302 – School Boundaries and Catchment Areas
Success for all our students

“Everything we do in NLPS allows for dignity, purpose and options.”
Safe, Caring & Inclusive Schools

Response To Intervention

Educative Preventative Restorative

Reconciliation

Inclusion Policy

Personal Social and Cultural Responsibility

Community Partners
Cross-Departmental Collaborations

- Human Resources
- Facilities
- Information Technology
- Finance
Data Analytics

01. Creation of Learning Services Dashboard

02. Data Analysis, Tracking Student performance

03. PLC Revitalization

04. Data informed decisions
Targeted Interventions

Tier 3 Distract/Secondary Programs
Student Success Committee
Graduation Success Teachers/Coordinators
Mental Health & Addictions
Individual Student Data Tracking
Instructional Leadership
THANK YOU
AP 107 – Social Media

Purpose

Nanaimo Ladysmith Public Schools ("School District") welcomes the responsible use of social media technologies and other forms of electronic communication to support learning and for school district business and communication purposes. However, social media usage must be undertaken in a manner that is respectful, privacy compliant and consistent with the role of school district staff within the community.

Procedure

This administrative procedure has been developed to provide employees and students an understanding of the impact of social media and electronic communications and their appropriate uses in order to ensure professional communication standards and to mitigate the school district’s, employee’s and student’s exposure to risk.

While social media, both personal and professional purposes, has many advantages, professionalism remains a priority. Employees have a duty of loyalty to their employer; therefore an employee’s online conduct is subject to the same standards of conduct that ordinarily apply to their on and off-duty conduct.

This procedure clarifies employee and student responsibilities when posting material online and exchanging electronic communications with students, parents and co-workers. It applies to social media use and other electronic communications by employees whether during the hours of work or at other times, on the district network or from outside the district network, and on district devices or personal devices. Employees and students should be aware that there is not an expectation of privacy in social media use and electronic communications.

1. Definitions

1.1 “social media’ refers to all internet-based applications and technologies which provide for the creation, exchange or sharing of information, opinions, commentary, personal messages and other user generated content, including but not limited to the use of social networks, digital citizenship, digital footprint, social bookmarking blogging, tweeting, wikis, podcasts, video casts, video, audio, media, social bookmarking, postings through apps using mobile devices using iOS or Android operating systems (e.g. Facebook, Twitter, Instagram, Snapchat, Tumblr, YouTube, Google+ and Google Hangouts).
1.2 “electronic communications” refers to any written, audio, video, visual or digital communications occurring between employees or any one or more individuals through electronic means, including email, texting and other messaging services whether or not such communications are internet based.

2 No Expectation of Privacy

2.1 Employees should understand that there is no expectation of privacy in the use of social media or electronic communications, and that online and other electronically recorded communications may potentially be read, accessed or published by third parties or transferred to others without the knowledge or consent of the creator.

3 Responsibility of Employees

3.1 Employees are responsible for their electronic communications and for any content that they publish online, whether it is under the employee’s own name, an alias or is anonymous, and must ensure it complies with applicable laws, this Administrative Procedure, and professional standards of conduct, including those of the Ministry of Education, BCSTA, CUPE, and Teacher Regulation Branch. This expectation of conduct includes a responsibility to ensure that contributions to any site that is created by an employee are monitored, administered and moderated to ensure compliance with this Policy and Regulations.

3.2 Inappropriate communications through the use of social media or other electronic devices are subject to the same policies and principles as other forms of work related misconduct.

4 General Standards of Conduct for Employees

4.1 Anything posted online by employees or communicated electronically to non-school district parties may be perceived to be an official representative of the School District. Therefore, employees are expected to model an appropriate online presence and to exercise good judgment to ensure that postings and communications do not reflect negatively on the employee’s professional reputation or that of the School District. This may require employees to take reasonable steps to monitor and exercise appropriate controls over their online presence, including by requesting that friends and third parties not post photos, videos or other online content depicting or pertaining to the employee that is not appropriate to the employee’s role in the School District.

4.2 What is inappropriate in the workplace is also inappropriate online, and when expressed in other electronic communications, including criticizing students, employees, parents or the School District. Electronic communications and online posts involving students, co-workers, or parents should at all times be professional in nature. Incidental personal use of district information technology, consistent with these guidelines, is permissible, provided it is not performed during work periods.

4.3 Employees must ensure that any information they post online or distribute through other electronic communications does not breach the privacy or confidentiality of another person. The use or
disclosure of “personal information” of co-workers, students or parents in connection with social networking websites and services and through other electronic communications may be subject to the British Columbia Freedom of Information and Protection of Privacy Act (FIPPA), and other privacy laws. (For example, photos of co-workers, students or workplace events should not be posted online without the consent of the affected individuals). Consent should ordinarily be sought before posting any person’s image or information online.

4.4 In their use of social media, employees must respect and model copyright and fair use guidelines. Employees must not plagiarize, and must properly acknowledge the authorship of materials posted by them. When using a hyperlink to attribute authorship, employees must be sure that the content of the linked site is appropriate and adheres to School District policies and/or administrative procedures.

4.5 When posting online content employees should not speak on behalf of the School District or use School District logos on private social media sites unless specifically authorized to do so.

4.6 Employees should pay particular attention to the privacy settings for their personal social media page. Some content that is appropriate for personal friends, is not appropriate for circulation to work colleagues, parents and students. However, employees should not look to the privacy settings on their personal social media page as creating anonymity or as a guarantee postings will not be shared more broadly.

4.7 In order to maintain a professional and appropriate relationship with students, district employees should not ‘friend’ or ‘follow’ students on their personal social media sites, especially if there is a student/teacher relationship, and should not request or accept any students as ‘friends’ or ‘followers’ on social media sites. Employees should also refrain from interacting with students on social media sites for purposes not related to the delivery of the student’s educational program.

4.8 Employees should ask friends not to tag them in any photos or videos without their permission, and remove anything that is not appropriate to the employee’s role in the School District, particularly for social media sites that do not have appropriate privacy settings.

4.9 Confidential/sensitive information pertaining to the employee’s role in the School District or information involving the operation of NLPS that is/was obtained through the course of employment shall not be disclosed on social media sites without permission.

4.10 AP 210 – Appropriate Use of School District Information Technology provides standards associated and relevant to these guidelines.

5 Use of Professional Social Media Sites

5.1 The School District recognizes that there are potential benefits to the use of social media and other electronic communications as an educational tool. However, employees must at all times ensure that social media and electronic communications use for communicating with parents and students is
AP 107 – Social Media

consistent with appropriate professional boundaries and the policies, procedures, and practices of the School District.

5.2 Communications with students and parents through social media and through other electronic communications must be formal, courteous and respectful and relevant to school related matters. They should not involve or be linked to social media sites of a personal nature that may be maintained by the employee.

5.3 Only School District authorized social media tools are to be used for online communication with students and parents. Should employees wish to create other sites and/or use other online forums for communicating with students or parents, they must obtain approval from their school Principal.

5.4 Employees are responsible for ensuring that any use of social media or other electronic communications with students complies with School District policies. Any personal student information that is posted to social media websites or circulated in other electronic communications while the student is under an employee’s supervision must be compliant with the permission granted by the student’s parents/guardians in a signed District Media Release form.

5.5 All professional social media sites are to be maintained by a school administrator/supervisor or a school/district employee delegated by the school administrator/supervisor. Responsibility is not to be delegated to a parent volunteer or student, as the established social media site will represent the School District. Official school district social media account login credentials must be shared with the school administrator.

5.6 The School District is not responsible for social media accounts established and maintained by school or district Parent Advisory Councils.

5.7 The School District reserves the right to remove, disable and provide feedback regarding professional social media sites that do not adhere to the law or do not reasonably align with these procedures.

5.8 Employees are required to monitor contributions to any site they create, administer or moderate for professional purposes. Posts that are not in keeping with the spirit of the page should be removed immediately.

6 General Standard of Conduct and Use of Social Media for Students

6.1 Online activities related to school are an extension of the classroom and subject to all school and district expectations. Student online behavior should reflect their school and/or School District’s Code of Conduct.

6.2 Students should report any content or behavior through school-related social media that is not suitable for the school environment.
6.3 Students should consider the potential consequences of what they post online. Students should only post what they want friends, peers, teachers, or a future employer to see. Links to other websites should be appropriate for their school setting.

6.4 Students should be safe online; they should never give out personal information, including last names, birthdates, phone numbers, addresses, and pictures. Students should not share their password with anyone expect their parents/guardians.

6.5 Students must not intentionally misrepresent themselves or use someone else’s identity.

6.6 Students are responsible for the work they create. They should not use intellectual property without permission. When paraphrasing another’s idea(s), the sources must be cited.

6.6 Pictures are protected under copyright and protection of privacy laws.

6.7 Students must adhere to the School District’s Digital Responsibility practices.

Adopted: September 17, 2018