

Hello teachers and staff,

I'd like to take a few moments to talk to you about electronic media and social media.

Remember that any communication you create (including electronic forms such as text messages, emails, blog posts and social media posts) used to conduct district business of any kind are considered public records. This applies to any school-issued technology and could also include your own personal email, blog, website or social media accounts if used to conduct official business and/or if you do not make it clear that opinions and comments are yours alone and not made on behalf of the Chehalis School District. Please do not use your official Chehalis School District email account to conduct personal business. Board Policy 5253 has a more detailed explanation of technology expectations for all district employees.

If you have a social media account representing a sport, club, group or any other entity representing or tied to the Chehalis School District, please take a moment and to fill out the included registration form. This will ensure protection for you and the district in the event of a complaint or dispute regarding the content of your account. Please remember that while it is OK to have students help you with posts, the account administrator needs to be an adult who is employed by the district and that person is ultimately responsible for the content on the account.

Registering your social media account includes giving the public information officer login information for your page. This information will be stored in a secure location and will only be used to access your account in the event of a post that violates district policy or standards – incidents we hope will be rare or non-existent. You may choose not to register your site, but we would ask you to then note on your site that it is not an official Chehalis School District affiliated site and refrain from using official Chehalis School District branding including official logos or mascot imaging for the Chehalis School District or any of its schools or programs. In the event of a legal dispute, the Chehalis School District cannot offer legal protection to any non-registered sites.

Thank you so much for taking the time to read and respond to this and for all the work you do for the students of this district,

Carrina Stanton, Public Information Officer

Ext. 8229