

CONCORDIA LUTHERAN SCHOOL

“When you talk, do not say harmful things, but say what people need—words that will help others become stronger. Then what you say will do good to those who listen to you” Ephesians 4:29

USE OF CELL PHONE POLICY

Policy: The use of a cell phone or mobile communication device to conduct personal business by any individual while engaged in assigned student supervision or instruction time is restricted to emergency use only.

SOCIAL NETWORKING POLICY

Background: Social networking is an ever-increasing facet of our lives. In the workplace, social networking can have a negative impact in:

- loss of worker productivity
- oversight of the safety of our school students
- posting messages which reflect negatively on CLS
- messages creating dissention among employees
- messages creating dissention among parents
- perception by parents that employees are acting on behalf of CLS, which may have a legal implications.
- Negative perception of the character and lifestyle of employees

Definition: Social Networks are defined as all forms of electronic communication and the various chat rooms, email, blogs, phone, texting or any similar type web sites and programs.

Policy: At all times, employees and volunteers of CLS must use utmost care in social networking so that CLS will not be negatively impacted in anyway. Some examples of misuse are (but not limited to):

- Disclosure of confidential information of the school, employees, parents, students, or volunteers.
- Using the Concordia Lutheran School name with inappropriate content.
- Statements that could adversely affect the interests or reputation of Concordia Lutheran School and the member congregations Lutheran Central School Association.
- Defamatory, harassing, or disparaging language about a fellow employee, student, parent, board member or any individual or entity with which Concordia Lutheran School and the member congregations that the Lutheran Central School Association has a relationship.
- Any content that would constitute a violation of state or federal law or any Concordia Lutheran School policies, rules, standards of conduct, or any other employee or volunteer requirements.
- Using work time for personal social networking

Staff members are strongly encouraged to exercise caution from having parents as “friends” on social media sites as it is difficult to maintain **PROFESSIONAL** relationships if they are aware of the details of our personal lives. Staff members are prohibited from having current students as “friends.” Staff members must exercise great care to avoid posting any comments, photos, etc. that will negatively impact their own reputation as well as any student, faculty or board member’s reputation as a Christian role model that could deter from their effectiveness and cast any negative light on our church and school. **No photographs of students may be posted on personal social networking sites without the express permission of the parent.**

REMEMBER: IF IN DOUBT, DON'T WRITE IT OR POST IT. Remember that what you write is both permanent and public. Always assume that what you write will be read by those you serve in ministry, by your superior(s), your family, and by other church members and leaders. Infraction of this policy that results in any negative impact on CLS may result in consequences as stated in the policy handbook.

ACKNOWLEDGEMENT: I have received a copy of and have read and understand the CLS Cell Phone / Social Networking Policy

Signature

Date