

Staff Responsible Use

The expectation for staff use of District-owned electronic devices used anywhere and personally owned electronic devices used on District property are in Policy ACDA, Responsible Use. In addition to ACDA, Responsible Use, the following apply:

General Prohibitions

Use of an electronic device in an area where others have a reasonable expectation of privacy such as a lavatory or locker room is strictly prohibited.

Inappropriate use of any electronic devices by staff is subject to disciplinary action up to and including, but not limited to, revocation of the privileges granted in Policy ACDA, dismissal, and referral to law enforcement officials, as appropriate in accordance with law. Inappropriate use shall be determined by school administration and includes, but is not limited to, violations of the prohibitions established by this policy and by Responsible Use Policy ACDA.

The District should contact legal counsel prior to searching an employee's personal electronic device.

Social Media

Bismarck Public Schools (BPS) defines social media as websites and applications that enable users to create and share content or to participate in social networking. Examples of social media include, but are not limited to: Facebook, Twitter, Snapchat, Instagram, YouTube, TikTok, special interest apps such as fitness (FitBit, Strava), music (Playlist, Bandlab), hunting/fishing (Fishbrain), etc.

BPS employees who create Teacher, Group, or other social media accounts that represent BPS staff, groups, teams, or organizations, are solely responsible for the monitoring, maintenance, and use of the pages until it has been deactivated or until administrative access has been transferred to another individual.

- It is required that any staff desiring to start a social media account for a school group first contact the building principal or designee.
- BPS employees may not use social media that is associated with BPS accounts for personal use. Use your personal email to sign up for personal accounts and your BPS account for approved District affiliated use.
- All social media accounts that are associated with a school (courses/programs, clubs, activities, PTOs, school buildings, etc.) must be set up to include the school principal, program director, or a District designee, as a co-administrator.

- It is required that parents are notified regarding the intended use of the social media accounts.
- BPS employees are prohibited from requiring or encouraging students to create and use specific social media applications unless the application is explicitly approved by the District for student use.
- BPS does NOT support the practice of "friending" current students on social media applications not designated as official school applications through Policy FGA.

Use of Electronic Devices While Driving

All employees are prohibited from conducting District business through the use of electronic devices while driving. School bus/vehicle drivers are prohibited from operating a bus/vehicle while using an electronic device. These prohibitions do not apply to the use of cellular phones in the following instances:

1. During an emergency situation;
2. To call for assistance related to a mechanical problem or breakdown.

In such instances, the driver shall only use a cellular phone if the bus/vehicle is parked, unless the nature of the emergency situation prohibits this.

The prohibitions under this section do not apply to use of a fleet management system or dispatching device.

Emergency Use

Staff members are encouraged to use any available communication device in the event of an emergency that threatens the safety of students, staff, or other individuals.

Complementary Documents

- ACDA, Responsible Use
- DE, Staff Ethics and Conduct
- DEBD, Staff-Student Relations (Nonfraternization)