

**Sec. 4.29.1. INTRODUCTION**

In this policy, “electronic communication” means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes e-mails, text messages, instant messages, and any communications made through an Internet website, including a social media website or a social networking website.

**Sec. 4.29.2. ELECTRONIC COMMUNICATIONS WITH STUDENTS**

A certified or licensed educator or any other employee designated in writing by the Principal may engage in electronic communications with students who are currently enrolled in **Arrow Academy** for academic purposes only. All other employees are prohibited communicating electronically with a student who is enrolled in **Arrow Academy** unless express authorization is provided by the Superintendent. An employee is not subject to these provisions to the extent he or she has a social or family relationship with a student.

**Sec. 4.29.2.1. Inappropriate Communications**

Educators or other employees authorized to communicate electronically with students shall refrain from inappropriate communications with students and minors. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- The nature, purpose, timing, and amount of the communication;
- The subject matter of the communication;
- whether the communication was made openly or the educator attempted to conceal the communication;
- whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship
- whether the communication was sexually explicit; and
- whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

**Sec. 4.29.3. EMPLOYEE’S PERSONAL TELEPHONE NUMBER OR E-MAIL ADDRESS**

An **Arrow Academy** employee may elect to not disclose to students the employee’s personal telephone number or e-mail address.

**Sec. 4.29.4. INCIDENT NOTIFICATION**

An **Arrow Academy** employee shall report to the Principal of any incident in which a student engages in improper communications with the employee. Such reports should include a summary of the student's communication, as well as the time, date, and method of communication.