

School Employee and Student Communication Policy Template

To promote student safety, maintain professional boundaries, and support positive educational relationships, all communications between school employees and students should be professional, transparent, educationally appropriate, and conducted through approved school channels.

General Communication Expectations

- All interactions must be respectful, professional, and related to educational, extracurricular activities, safety, or student-support purposes.
- Employees must maintain appropriate professional boundaries at all times and avoid communications that could be perceived as personal, exclusive, or inappropriate.
- Employees must treat all students consistently and fairly, avoiding favoritism or special treatment.

Approved Communication Methods

- Employees should use school-approved communication platforms, district email systems, learning management systems, or other authorized communication tools whenever possible.
- Communication through personal email accounts, personal social media accounts, or other unauthorized platforms is prohibited unless specifically approved by district administration.
- Communications should be accessible, auditable, and retained in accordance with school record-retention requirements.

Text Messaging

- Text messaging must be limited to legitimate school-related purposes, such as schedule updates, activity reminders, transportation changes, emergency notifications, or academic matters.
- Whenever possible, text communications should occur through district-approved messaging systems that provide documentation and oversight.
- Employees must avoid one-on-one texting with students when a group message, parent inclusion, or approved platform is available.
- School staff members should never ask students for their cell phone numbers nor provide students with their personal cell phone numbers.
- Messages should be sent during reasonable hours and should remain professional in tone and content.
- Employees shall not engage in personal, social, secretive, excessive, or non-school-related text conversations with students.
- The use of disappearing-message applications or communication methods that prevent monitoring or record retention is prohibited.

Transparency and Documentation

- Whenever practical, parents/guardians and appropriate school administrators should be included in significant electronic communications.
- Employees should document communications involving student welfare, discipline, safety concerns, or other significant matters according to district procedures.

- No communication with a student should be conducted in a manner intended to conceal the interaction from parents, guardians, or school administration.

Social Media

- Employees should not communicate with current students through personal social media accounts.
- Professional or school-sponsored social media accounts may be used only in accordance with district policy and for legitimate educational purposes.
- Private social media messaging between employees and students is prohibited.

Student Privacy and Confidentiality

- Employees must protect student privacy and comply with all applicable laws and district policies regarding confidential information.
- Sensitive information should only be shared with authorized individuals who have a legitimate educational or safety-related need to know.

Meetings and In-Person Conversations

- Whenever possible, discussions with students should occur in visible, observable, and interruptible settings.
- Employees should follow district procedures for student supervision and meetings, particularly when discussing sensitive topics.

Reporting Responsibilities

- Employees must immediately report concerns involving abuse, neglect, harassment, bullying, threats, self-harm, or any student safety issue in accordance with district policy and applicable law.
- Employees must not promise confidentiality when student safety or legal reporting requirements are involved.

Guiding Principle

All communications between school employees and students must be **professional, transparent, traceable, respectful, and focused on supporting the student's educational experience and well-being while maintaining appropriate boundaries and ensuring student safety.**

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