

AB 500 Employee Code of Conduct with Students

AB 500 requires K-12 schools to maintain policies on employee interactions with students in its employee code of conduct commencing July 1, 2018 and provide a written copy of those policies to the parent/guardian of each enrolled student at the beginning of the school year.

The following is the Rolling Hills Country Day School policy information for employee code of conduct with students as stated in our Faculty Handbook (*revised and amended May 2018*).

EMPLOYEE CONDUCT TOWARDS STUDENTS

Emotional and physical safety of students is a school priority. Employees must never touch, hold, caress, squeeze, or perform other intimate or non-intimate gestures that a reasonable person would find inappropriate by an adult to a minor. The School prohibits any interaction between an employee and a student that could lead to a romantic or sexual relationship whether of a consenting or non-consenting nature.

Additionally, employees are not allowed to speak in a manner that is derogatory, demeaning, vulgar, profane, contain sexual innuendo, etc. towards a student or class.

Any employee found to be involved in an inappropriate romantic or sexual relationship, whether consensual or non-consensual, or in a relationship that could appear inappropriate, flirtatious, or overly friendly, are subject to immediate termination. The School may also contact legal authorities in accordance with our responsibilities and upon advice of the School counsel.

Employees are required to comply with the School's Internet, Email, Network, and Voicemail Use policy:

INTERNET, EMAIL, NETWORK, AND VOICEMAIL USE

The School provides employees with computers and access to the Internet, email, etc. as required for the performance of their jobs and as a School business tool. All faculty and staff are expected to use these tools solely for School business purposes. Employees are prohibited from engaging in illegal activities or accessing websites with illegal or otherwise prohibited content when using school networks or school equipment on or off school property, during or after working time, or while directly or indirectly representing the school in any way. Additionally, the School provides a number of electronic business tools for use by its employees. These may include, but are not limited to, telephone, voicemail, email, fax and copy machines, tape recorders, projectors, SmartBoards, televisions, DVD players, iPads, and an array of information system tools. All messages sent, received, composed and/or stored on these systems are the property of the School. No employee should have any expectations of privacy as to network usage. As with all other

School property, the School reserves the right to inspect any and all information stored or transported through our electronic systems and services as well as access and search the history of its usage at any time to assure compliance with School policy.

Electronic communications must comply with the School's standards of propriety, respect, and appropriateness. Employees are expected to use common sense in communicating with both students and parents and should be respectful and well-intentioned. As referenced in the Employee Conduct Towards Students, electronic communications may never be written in a manner that is derogatory, demeaning, vulgar, profane, contain sexual innuendo, etc. towards a student or class.

Use of any School resources for illegal activity is grounds for immediate dismissal, and we will cooperate with any legitimate law enforcement activity.

Sexually explicit material may not be retrieved, archived, stored, distributed, edited, or recorded using our network or computing resources and would be considered a violation of our policy on sexual harassment.

Any software or files downloaded via the Internet onto the School's network should have direct business use and become the property of Rolling Hills Country Day School. Downloaded software must be used only under the terms of its license.

The School has installed a variety of firewalls and screening systems to assure the safety and security of our network. Any employee who attempts to disable, defeat or circumvent any School security facility will be subject to immediate dismissal. All employee devices, whether personal or school owned, will be required to install a local device management profile to use the School network. The sole purpose of this profile is to ensure the safety of the students as they utilize the school provided Internet services. This profile can lock, manage, track, etc., devices once it is installed. However, only authorized personnel have access to this data. To ensure the safety of the entire RHCDS community, this profile is required for all devices including but not limited to iPads and laptops while on the RHCDS campus.

All existing policies of Rolling Hills Country Day School apply to conduct on the Internet and network especially (but not exclusively) those that deal with intellectual property, privacy, misuse of School resources, sexual harassment, information, data security and confidentiality.

The School has the right to monitor any and all online activities that take place on campus.

Employees are required to comply with the School's Use of Social Networks policy:

USE OF SOCIAL NETWORKS

When using social networks for personal communications (friends, colleagues, parents, former students, etc.) exercise appropriate discretion. Keep in mind that adult behavior on social networks may be used as a model by our students.

Employees may not initiate or accept social network friend requests with current or former students under the age of 18. Use professional discretion when "friending" alumni who are 18 and over. Be aware that adults may have an implied authority over former students.

Exercise care with privacy settings and profile content. All content should be placed thoughtfully and periodically reviewed. In addition, know that privacy settings can be changed at any time to limit access to profiles and content, and that changes should be made accordingly when asked by the administration.

All employees are asked to use good judgment in visibly and publicly associating only with social media groups consistent with the mission of the school. Exercise care with personal profile data and posted content to ensure that this information does not reflect poorly on your ability to serve as a role model or otherwise create a conflict of interest. Content should be placed thoughtfully and reviewed periodically.