

I. PURPOSE

This policy establishes Athlos Academy's standards for employee's appropriate communications, written and electronic, in representing Athlos Academy professionally and remaining consistent with state regulations.

II. POLICY

A. General Protocol for Communications

1. All employees are encouraged to refer calls or emails from a media source to the Lead School Administrator or designee.
2. Inquiries regarding personnel-related information should be referred to the Human Resources Director, including verifications of employment.

B. Written Communications

1. Official correspondence written on behalf of Athlos Academy that will be either on the school's letterhead or sent via a school email address that speaks to policy, procedures, programs, etc. must be approved by the Lead School Administrator or designee.

C. Electronic Communications

1. Athlos Academy provides its employees with a computer and an email address as tools to conduct business on behalf of Athlos Academy.
 - a. Employees are expected to utilize the electronic systems (email, computers, internet access, etc.) in a manner that is consistent with the same professional expectations in other areas of conducting business.
 - b. The electronic systems should be used only for Athlos Academy's business.
 - c. The email address assigned to employees should not be used for personal business.
 - d. Employees must not use their personal email accounts to conduct Athlos Academy business.

Employee Communications Policy

2. The electronic systems belong to Athlos Academy; therefore, all messages and attachments sent, received, or stored on the email system are, and remain the property of, Athlos Academy.
 - a. A password will be issued to each employee upon being added to the email system.
 - b. Employees should be aware that the Lead School Administrator or designee maintains the right to access the emails and documents stored in the email system.
 - c. Employees who use the electronic systems should have no expectation that such use will be private.
3. Athlos Academy is a public entity; therefore, all emails and other correspondence must be archived, rather than deleted, for a period of three years.
4. No employee should attempt to access another employee's email, nor should an employee share his/her user name and password with any other person.
5. The email system should not be used to create or distribute any offensive or disruptive messages.
 - a. Among those that are considered offensive are messages that contain sexually explicit or implicit wording or images, racial or ethnic slurs, or other comments that offensively address someone's age, gender, sexual orientation, religion, national origin, ancestry, or disability.
6. The email system should not be used to commit any crime consistent with all state, federal and local laws and regulations.

D. Personal Cell Phone Use

1. Employees are expected to use their personal phones for urgent needs only, including conversations and text messaging.
2. Use of a personal cell phone during work hours, other than scheduled breaks, in classrooms, hallways, or other common areas of the school is prohibited except in emergency situations.
3. However, school officials may request an employee use their personal cell phone in situations involving school safety or other circumstances where cell use becomes important.

E. Telephone and Voicemail Use

Employee Communications Policy

1. The telephones and voicemail are property of Athlos Academy and should be utilized only for school-related business.
2. Personal calls should be made as an exception only and when there is a serious need.

Legal References:

[Minn. Rules Part 8710.2100](#) (Code of Ethics for Minnesota Teachers)

[Minn. Rules Part 3512.5200](#) (Code of Ethics for School Administrators)