



PORT TOWNSEND

School District

LEARNING THROUGH A SENSE OF PLACE

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Email and Cell Phone Protocol

The purpose of this memorandum is to help employees gain clarity on the appropriate use of email and cell phones while at work. This is not intended to be a comprehensive document. This is intended to provide guidance in an effort to maintain a professional work/school environment with a focus on student supervision, safety, and attention to work responsibilities.

EMAIL: The purpose of email is to facilitate effective and brief professional communication. In the Port Townsend School District, we expect appropriate use of email including the following:

- Read mail regularly (daily, excluding weekends and vacations) to be sure you are well-informed and able to provide your input as needed or desired.
- Staff members are responsible for information shared, a request for information made through email, and a request to meet made by the principal and office staff.
- In most cases, give the recipient of your email up to two school/work days to respond. Please be forgiving if there are occasions when it takes the recipient longer, as it can be difficult to be prompt when an employee has a full school day and a number of after school meetings.
- Provide a response within two school/work days, even if it's to tell the sender you need more time to get back to him/her.
- Make your subject line clear and concise.
- Don't "reply all" unless "all" truly needs to be included in the reply.
- The CC: on the message header means courtesy copy and that this recipient is not expected to reply.
- Do not add CC: unless you are the message originator. Exceptions would be to explicitly note the addition of a CC: when that person can contribute information to the communication.
- BCC: means blind carbon copy and should be used sparingly. Please use BCC: when emailing to large groups and/or the need to keep email addresses confidential. And please include a comment to not 'reply to all' if inappropriate to do so.
- An email is best kept as a very brief communication. Longer, more complex communications are best done in person. Do your very best not to send difficult or sensitive information via email that would be more appropriately communicated in person.
- Keep email conversations professional. Remember that all school emails are subject to public records requests.
- Adhere and maintain digital communication etiquette rules in all electronic communications.



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CELL PHONES: Staff may bring cell phones to school; however, the purpose of this guidance is to regulate their use so that such use does not interfere with instruction, safety, or work for which the individual has been hired. This is not intended to be a comprehensive list, but is intended to establish general direction. Exceptions would include when used as part of instruction, to photograph student work, etc.

- Please be mindful of your cell phone use at school and keep your cell phone on silent to minimize distractions to others while at work. In general, cell phones should be out of view and silenced when engaged in the supervision of students or doing the work of a normal employment day.
- Talking or texting on cell phones should be limited to duty free lunches, breaks, or before/after the work day, except in the event of an emergency.
- If you need to be available for a phone call on a specific occasion due to family emergency or because you are awaiting an important call, such as a health care provider needing to get back to you, please let your direct supervisor know of this need, so he or she can accommodate this.
- Please use school phones and email for professional communication with families and others. Do not share your personal cell phone number with students and/or their families.
- It is understood that cell phones are at times used for instructional tasks in the classroom, such as timers or taking photos of student work. Please consider when using cell phones for instructional tasks that if it takes a lot of your attention to use it for the particular application, it very well may be distracting to your supervision of students and probably is best done another way.