



## **SOCIAL MEDIA POLICY**

### **Purpose**

The Governance Council of Nevada City School of the Arts (“NCSOTA” or the “Charter School”) recognizes the value of technology such as social media platforms to gather information that pertains directly to school safety or to pupil safety. As such, the purpose of this Social Media Policy (“Policy”) is to comply with California Education Code Section 49073.6 regarding the consideration and adoption of a program to gather or maintain in NCSOTA records any information about any enrolled students obtained from social media.

### **Definitions**

For purposes of this Policy, the following terms have the following meanings:

- a. “Educational purposes” means for purposes that aid in instruction in the classroom or at home, or in classroom administration.
- b. “Social media” means an electronic service or account, or electronic content, including, but not limited to, videos, still photographs, blogs, video blogs, podcasts, instant and text messages, email, online services or accounts, or Internet Web site profiles or locations.
- c. “Social media” shall not include an electronic service or account used exclusively for educational purposes or primarily to facilitate creation of school-sponsored publications, such as a yearbook or student newspaper, under the direction or control of a school, teacher, or yearbook adviser.

### **Requirements and Limits on Monitoring Social Media**

NCSOTA shall do all of the following:

- a. Gather or maintain only information that pertains directly to school safety or to student safety.
- b. Provide a student with access to any information about the student gathered or maintained by NCSOTA that was obtained from social media, and an opportunity to correct or delete such information.
- c. Destroy information gathered from social media and maintained in its records within one (1) year after a student turns 18 years of age or within one (1) year after the student is no longer enrolled in NCSOTA, whichever occurs first.

### **Notification of Parents/Guardians**

NCSOTA shall notify each parent or guardian of a student subject to the program that the student’s information is being gathered from social media and that any information subject to this Policy maintained in NCSOTA’s records with regard to the student shall be destroyed within one (1) year



after a student turns 18 years of age or within one (1) year after the student is no longer enrolled in NCSOTA, whichever occurs first.

The notification shall include, but is not limited to: (i) an explanation of the process by which a student or a student's parent or guardian may access the student's records for examination of the information gathered or maintained pursuant to this Policy; and (ii) an explanation of the process by which a student or a student's parent or guardian may request the removal of information or make corrections to information gathered or maintained pursuant to this Policy.

### **Removal or Correction of Records**

A student's parent or guardian may access their child's records for examination of the information gathered or maintained under this Policy and may request the removal of information or make corrections to information by contacting NCSOTA Director or designee, at NCSOTA's main office at Upper or Lower campus (530-273-7736).

The process for requesting removal or correction is as follows: Any request for removal or correction of a student's records must be made in writing and submitted within thirty (30) calendar days of the discovery of the alleged error. NCSOTA will follow its Pupil Records Policy in considering any request for correction. A request to remove or correct any record does not give a parent or guardian a right to have the record removed or corrected. NCSOTA will respond within thirty (30) calendar days of the receipt of the request for removal or correction. NCSOTA's response will be in writing. If NCSOTA determines that the record is inaccurate, NCSOTA will remove or correct the record or the inaccurate portion thereof. However, NCSOTA will maintain records that it determines are reasonably accurate and/or reasonably related to current or future student or employee discipline matters. If the request for removal or correction is denied, NCSOTA will set forth the reason(s) for the denial, which will include but not be limited to the potential reasons noted above. NCSOTA will also note any objection to an adverse decision in the student's records if so requested by the parent or guardian.

### **Contracts with Third-Parties**

Subject to future amendments of this Policy by the Board, NCSOTA will not contract with a third party to gather information regarding an enrolled student from social media. If the Board amends this Policy to permit such a third-party contract, this Policy shall require the contract to comply fully with the provisions of Education Code Section 49073.6 and any other applicable local, state, or federal law.