



# Brownsville Independent School District

1900 Price Road Brownsville, Texas 78521-2417 (956) 548-8000 Fax: (956) 548-8019

**Dr. Esperanza Zendejas**  
Superintendent of Schools

## Electronic Communication with Students Request Form 2018-2019 School Year

Employee: \_\_\_\_\_

Subject/Organization: \_\_\_\_\_

School: \_\_\_\_\_

Electronic Communication System being used: \_\_\_\_\_

In accordance with administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the District. An authorized employee who communicates with a student using electronic communication shall comply with the following protocol:

- The employee shall include at least one of the student's parents or guardians as a recipient on each electronic communication to the student so that the student and parent receive the same message; and
- The employee shall include his or her immediate supervisor as a recipient on each electronic communication to the student so that the student and supervisor receive the same message.

I, \_\_\_\_\_, will use the above checked protocol when using electronic communication with students. I will limit communication to matters within the scope of my professional responsibilities within the hours authorized by my principal: \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

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BISD no discrimina a base de raza, color, origen nacional, sexo, religión, edad, discapacidad o información genética en el empleo o en la provisión de servicios, programas o actividades.*

08/09/18