



Walla Walla Public Schools
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District Electronic Communication Guidelines

Creating a Professional Messaging Environment

Purpose

These guidelines have been created to ensure Walla Walla Public Schools staff utilize electronic communication technologies for educational purposes and responsibly. Electronic communication technologies are powerful tools that can help staff members improve communication and efficiency with colleagues, students, and parents. We strive to maintain a professional approach to all our methods of communication throughout our school district.

District Approved Process and Platforms

Walla Walla Public Schools provides its staff with two electronic messaging platforms.

- Internally, the district uses Google Workplace for Education, including Google Mail and Google Chat. Messages are archived and maintained to comply with records retention/archival guidelines.
- Externally, the district provides its staff and families access to ParentSquare. ParentSquare is a versatile communication tool that fosters parent engagement and involvement. All data in ParentSquare is archived and maintained to comply with records retention/archival guidelines.

Text Messaging/Instant Messaging (IM)

The Washington State Office of the Secretary of State has determined text messages are public records if they relate to the conduct of public business and should comply with records retention/archival guidelines. This means any school/work-related text message district employees send is considered a public record and subject to inquiry and must be included in a records inquiry. In such a case, the employee will be responsible for retaining those records and complying with any inquiries.

Additional Information

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