

SOCIAL NETWORKING WEBSITES

The Board of Education (Board) prohibits District staff from socializing with students outside of school on social networking websites, including but not limited to MySpace, Facebook, Twitter, or dating websites.

All District employees, faculty and staff who participate in social networking websites shall not post any District data, documents, photographs, or other District owned or created information on any website. Further, the posting of any private or confidential District data is strictly prohibited.

School district employees are prohibited from engaging in any conduct on social networking websites that violates the law, Board policies, or other standards of conduct. No conduct may negatively impact or disrupt the educational environment in the school. Employees who violate this policy may face discipline and/or termination, in line with other Board policies, acceptable use agreement, and/or collective bargaining unit agreements, as applicable.

Nothing in this policy prohibits employees, faculty, staff or students from the use of approved educational websites if such sites are used solely for educational purposes. The use of social networks for educational/instructional reasons may only be initiated with the permission of the Principal or his/her designee.

Administrative Regulations to Policy 4118.51(c)/4218.51  
Social Networking Websites

District employees are expected to behave honorably in online activities. Activities which are improper, unethical, and illegal or which may cause undue discomfort for students, employees, parents or other members of the school community should be avoided in both physical space and cyberspace. To that end, the following guidelines for school employees who use online social networking applications which may be frequented by current or former students are offered.

**Guidelines for the use of social networking sites by professional staff:**

1. Do not accept students as friends on personal social networking sites. Decline any student-initiated friend requests.
2. Do not initiate friendships with students.
3. Remember that people classified as “friends” have the ability to download and share your information with others. Post only what you want the world to see. Imagine your students, their parents, your administrator, visiting your site. It is not like posting something to your web site or blog and then realizing that a story or photo should be taken down. On a social networking site, basically once you post something it may be available, even after it is removed from the site.
4. Do not discuss students or co-workers or publicly criticize school policies or personnel.
5. Exercise appropriate discretion when using social networks for personal communications with the knowledge that adult behavior on social networks may be used as a model by students.
6. Remind all members of your network of your position as an educator whose profile may be accessed by current or former students, and to monitor their posts to your network accordingly. Conversely, be judicious in your postings to all friends’ sites, and act immediately to remove any material that may be inappropriate from your site whether posted by you or someone else.