

Cache County School District

Policy Series 4000: Curriculum, Instruction, Assessment

Policy No. 4600 P2

CTE Student Internship LinkedIn

USBE has approved all Utah school districts to use LinkedIn within the CTE Internship course to help students develop their portfolio and career network to successfully advance and navigate their professional pathways.

- A. LinkedIn does not violate FERPA since the information provided to LinkedIn is a student contribution rather than the LEA. FERPA restricts a LEA from disclosing information held in records maintained by the LEA.
- B. LinkedIn has the option to hide users from the public view. Students may complete all course components using the LinkedIn platform and only be visible to those they choose to be in their professional network.
- C. Staff should instruct students, approved for use of LinkedIn, to abide by and be accountable to the CCSD Technology Acceptable Use Policy.
- D. Internship or Work-Based Learning staff will follow CCSD-adopted procedures for compliance for students and parents of students using LinkedIn, including opt-out and consent to LinkedIn use.

Requirements for Students

- A. To maintain a safe and productive learning environment, the district requires all students who access or create social networking sites within the CTE Internships course through CCSD resources to abide by the following:
 - a. If unsure about a post, students should take a moment to seek advice from others, including when a post makes a student uncomfortable.
 - b. Engaging in online bullying is strictly prohibited, including anything contrary to the district's Bullying, Cyberbullying, Hazing, and Retaliation policy.
 - c. Students are encouraged to be transparent about their online experiences and report any inappropriate behavior encountered.
 - d. Proper professional relationships with any school employees must be maintained;
 - e. All statements must be true and not misleading.
 - f. Students should only comment on topics they are well-informed about.
 - g. Do not violate privacy, confidentiality, or legal guidelines.
 - h. Personal, confidential, or sensitive information should not be disclosed to protect both oneself and others.
 - i. Permission must be obtained before posting pictures or videos of others.
 - j. Consistent, acceptable behavior is expected both online and offline.

- k. Adherence to the Cache County School District Technology Acceptable Use Policy is required.

Requirements for Parents

- A. Parents are important partners in developing safe and appropriate use of social media including LinkedIn and are encouraged to:
 - a. monitor your child's use of social media;
 - b. talk frankly to your child about proper online relationships and behaviors;
 - c. be friends with your children online to view your child's online posts;
 - d. be involved and aware; and
 - e. report inappropriate online behavior.

Parent Opt-out Option

- A. Parents will have an opportunity to opt out. Upon opting out, the parent will be contacted by their local CTE program to set up a meeting to identify reasonable alternative options to meet the requirements of the course outcomes.

References

USB E Memorandum "Use of LinkedIn as a Platform for CTE Internships"