

Social Media Policy Example

At the School, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and other staff members. However, the use of social media also presents certain risks and carries with it certain responsibilities, especially in an educational context. We have established this policy to assist you in making responsible decisions in connection to your use of social media.

In the world of electronic communications, social media can mean many things. For purposes of this policy, social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking website, web bulletin board or a chat room, whether or not associated or affiliated with the School, as well as any other form of electronic communication. By way of example, social media includes use of the following websites and/or web applications: Facebook; Twitter; LinkedIn; Snapchat; Instagram; Google Plus; and YouTube.

When you are participating in social networking, you are representing both yourselves personally and the School. It is not the School's intention to overly restrict your ability to have an online presence and/or to significantly restrict what you can say and do through social media. For obvious reasons, the School believes that social networking can be a very valuable tool. Nevertheless, the School believes it is necessary to provide you with a set of guidelines for appropriate online conduct, especially in light of the need to maintain appropriate communications between yourself and students and/or parents. These guidelines include each of the following:

- Do not, in any way, refer to, describe or post pictures/videos of current, former, and/or potential students, and/or parents/guardians of such students, without first obtaining the express consent of the School and the appropriate parents or guardians.
- Do not “friend”, “follow”, “connect”, “subscribe” and/or otherwise become linked electronically with any current student of the School without first receiving express written permission from School administration.
- Do not “friend”, “follow”, “connect”, “subscribe” and/or otherwise become linked electronically with any parent(s) of any current student in one or more of your classes without first receiving express written permission from School administration.
- Do not “check-in” on social media when traveling to any location outside of the School with one or more students and/or where students are located for a School-related event.
- Do not engage in the use of social media during the School day.
- Do not post any confidential, sensitive or proprietary information about the School or any of its students, or personnel.
- Do not engage in name-calling, bullying or behavior that will reflect negatively on you or the School's reputations.
- Do not engage in the use of any defamatory language regarding the School, its students, parents, other staff members, or otherwise.

- Do not engage in the use of any illegally discriminatory language/conduct and/or link to images, videos and/or memes reflecting such language/conduct.
- Do not use social media to engage in harassing conduct that would be illegal under applicable law.
- Use appropriate privacy settings whenever necessary, especially with respect to any personal profile you maintain online, and continue to ensure those privacy settings remain up to date over time. Remember, the Internet is immediate and nothing posted is ever truly private nor does it expire.
- If you are posting to personal networking sites and are speaking about job-related content or about the School, identify yourself as a School employee, but use a disclaimer to make it clear that the views you express are not reflective of the views of the School. For example, consider using a version of the following: “The opinions expressed on this site are my own and do not necessarily represent the views of the School.”
- Do not make any online statements in violation of any other School policy.

The use of social media in violation of this policy may subject you to disciplinary action up to and including the termination of your employment. If you have any questions or concerns regarding the policy, please consult with [REDACTED].

Please note that the School reserves the right to revise this policy at any time with or without notice.

Internet Usage Policy Example

At the School, we understand that electronic communication and use of the Internet can be critical to the performance of your job duties. However, the use of these tools can certainly contain risks. To assist you in making responsible decisions about your use of the Internet and the School's electronic communication systems, we have established this policy.

The School's e-mail, computer, Internet, and voicemail systems are the School's property and all communication over and any activity conducted on the School's systems are the property of the School. Therefore, the School reserves the right to intercept, monitor, copy, review, disclose, or download any communications or files transmitted, created, viewed, or maintained through these systems at any and all times. Employees have no expectation of personal privacy when they use any of the School's systems. In addition, no individual should interpret the use of password protection as creating a right or expectation of privacy.

Please understand that your communications and use of the School's e-mail, computer, Internet and voicemail systems will be held to the same standard as other School-related communications, and must, among many other examples, comply with the School's equal employment and anti-harassment policies. We expect you to use good judgment in your use of these systems at all times. In connection thereto, staff members are strictly prohibited from using School systems to access gambling, dating, pornographic or other inappropriate websites at any time.

Staff members are further prohibited from using their own personal smartphones or other personal electronic devices to access any inappropriate websites at any time while on School property or at School functions. In addition, staff members are expected to minimize their use of smartphones and/or other personal electronic devices for personal reasons during the work day.

Any employee who violates this policy will be subject to corrective action, up to and including termination of employment. If necessary, the School will also advise law enforcement officials of any illegal or potentially illegal conduct.

Please note that the School reserves the right to revise this policy at any time with or without notice.