

L-M Social Media Administrative Practice

- Do not post pictures or comments that you would not post physically in your room or place of work.
- Do not post things that are not consistent with you being a role model to your students.
- Do not post messages criticizing or airing frustration about your job, boss, coworker, students, administration, board, faculty, staff or even school policies.
- Do not be a friend of a student on social media.
- Group messenger can be used for teams, groups, and classes, but not individual students. Having parents part of the group message is advised when possible.
- Do not individually message a student without tagging a parent.

Ten Tips for Teacher for Staying Smart on Social Media from Association of American Educators

1. **Google yourself.** Your employer, coworkers, supervisors, kids, relatives and friends have probably all done it already. You should know what is out there with your name on it.
2. **Report concerns** you may have to the hosting website. Most social networking sites have reporting mechanisms so you can easily report problems, misinformation, hacked accounts, scams, phishing or other concerns. You can also request that your information be removed from sites that may have it posted.
3. **Post** only what you want the world (including your mother, your mother-in-law, your students, your spouse, your kids, your boss, your next door neighbor, EVERYONE) to see.
4. Set your privacy settings so that “**only friends**” can view your information. Other settings allow unknown individuals to view your information and may compromise the privacy of you and your family.
5. **Do not post** things that may bring shame or embarrassment to you or your employer. Those photos of rush week, your best friend’s bachelor party, or even that weekend family reunion two years ago might be better left unposted.
6. Choose **passwords** that cannot be easily guessed so that your accounts are secure. Your kids’ names, your pets’ names, your birthday and your address are common offenders that make your account easy to hack.

Teacher Specific Tips

7. **Honor your school’s policy.** If your school does not allow employees to use facebook, twitter, Instagram, snapchat, etc, follow the policy---your job may depend on it. If your school does not allow the use of social networking sites, be extremely careful to keep your professional and personal interactions separated. Do not friend colleagues or interact with students via these sites.
8. **Use approved sites** or sites provided by your school district for social networking when possible. These are great venues for educational and collaboration purposes.
9. **Do not post** messages criticizing or airing your frustrations about your job, boss, coworkers, students, administration, faculty, staff or even school policies.
10. **Post** only those things that you would be comfortable sharing in front of a classroom. Before you post it, imagine one of your students bringing it up in class. If that thought makes you uncomfortable, don’t post it.