

# SOCIAL MEDIA GUIDELINES FOR PERSONAL USE

The community expects that educators & staff members to be keenly aware that their actions reflect on the profession and the schools they represent. They also expect SDFa employees to demonstrate the highest level of professional judgment. We hope you use this helpful guide in making responsible decisions on social media.

## SET YOUR LEVEL OF PRIVACY:

What information about you can people access online? Make sure your social media settings aren't left wide open, and make sure to consider your audience when tagging someone in a post or using a hashtag both of those actions will make a post more visible.

## KNOW COPYRIGHT LAWS:

The laws are more relaxed surrounding education, but not on social media. Credit your sources or use public material!

## REFRAIN FROM USING THE INTERNET TO VENT:

Again, nothing online is private. If you have a negative opinion, keep it off the internet, because it will definitely be seen by someone who you wouldn't want to see it.

## NETWORK WITH PEERS:

Social media can be a great tool to connect with other professionals and educational groups.

## REMEMBER WHAT ACCOUNT YOU'RE USING:

Always make sure you keep your audience in mind when posting on social media, and know that nothing is ever totally private! And NEVER use direct messaging to communicate with a student.

## REMEMBER THE SDFa USE OF SOCIAL MEDIA POLICY:

The District recognizes that employees may use social media for personal, as well as professional reasons. The District neither encourages nor discourages employees' use of social media for personal purposes. The District regulates employees' use of social media for purposes related to their District assignment to the same extent as it regulates any other form of employee communication in that regard.

## FACT CHECK YOUR POSTS:

Don't post dubious information, and don't try to communicate anonymously.  
It never has positive results.

Find out more about the SDFa Social Media Policy at:  
<http://bit.ly/SDFa20socialpolicy>

**Be Smart About Posting Online!** In the end, just thinking things through will help you avoid a lot of trouble. Don't be afraid to post with personality, just remember who could see it.