TRIO Wolf Creek Distance Learning Charter School #4095

450 SOCIAL NETWORKING AND MEDIA USE FOR STAFF

I. DEFINITION AND PURPOSE

A. Social networking and media refers to websites and applications that encourage users to create and share content or to participate in social networking opportunities.

B. It is acknowledged that social media opportunities exist in the digital world and that teachers, learning managers, and other charter school staff can participate in them.

C. It is highly discouraged for staff to interact or "friend" students and/or parents on social media websites and applications at any time.

II. GENERAL STATEMENT OF POLICY

A. It is important to understand that if a student accepts a Wolf Creek staff member as a "friend" on a social website and allows them to view the staff member's page that the staff member is still a mandatory reporter. This means that all materials viewed on a student's social page that refer to drugs, alcohol, or sexual activity will be reported to parents and also to the authorities, if necessary. In addition, any information that is viewed by Wolf Creek staff as being harmful to the student or others will be reported. Wolf Creek will run a notice in the TWC news, TWC newsletter, and on its website informing students of this information.

B. It is highly recommended by Wolf Creek administration that staff members who wish to use these social networking websites create new social pages for the function of communicating with students that only contains pictures from Lifetouch and information that pertains to Wolf Creek, such as a resume and licensure information. It is up to the discretion of the staff member as to what is most appropriate for them in this situation but the Charter School Director is willing to look at any web pages if staff members have specific questions about appropriate information.

C. In addition, if a Wolf Creek staff member makes a choice to communicate with students using their personal social pages, then those staff members need to be fully aware that they are representing themselves as teachers when approaching students on these social pages. If Wolf Creek staff elect to use personal social pages for communication, it is expected that a

personal social page will not contain any references that may be viewed as offensive by school administration. Personal information should be kept to a minimum at all times and closely monitored. It is expected that all activities described will be school appropriate and that staff will closely monitor the information that others are allowed to post on their social page in the comment area.

D. It is advised that when accepting a student's invitation to communicate using a social networking site that staff identify themselves as educators and make it known up front that they are mandatory reporters. It is also advised that staff remain in the role of educator at all times while on the website and resist the urge to communicate as another teenager might on the websites. Setting clear boundaries and indicating often that the purpose of the teacher's webpage is for educational purposes will in and of itself create needed boundaries for teachers using these web pages.

E. Using social networking websites to communicate with students does come with some risks that should be known by the educator using this tool for communication.

III. USE OF SOCIAL NETWORKING FOR HIRING PURPOSES

The charter school will not use social networking websites to conduct background checks or investigate future or prospective employees. If a prospective employee makes a decision to friend a charter school administrator, they do so under their own guidance and advisement.

IV. WOLF CREEK OFFICIAL SOCIAL NETWORKING WEBSITE GUIDELINES

The charter school will maintain a presence on social networking websites for marketing purposes. Responses to its postings will be maintained on the website if they are appropriate in language and tone, and don't attack or slander an individual's character. In addition, posting will be maintained if they do not violate the data privacy acts. Any postings that do not fit the requirements outlined in this policy will be deleted in a timely manner by the administrator for the charter at the administrator's discretion. The offender will be notified that the posting has been deleted and given a rationale based on policy through the messaging system on Facebook and other means available.