

**DISTRICT-SPONSORED SOCIAL MEDIA**

**Definitions**

*Social media* means any online platform – public or private – for collaboration, sharing, interaction, and active participation, or any website that contains the above functionality. Social Media includes, but is not limited to, social networking sites such as Facebook, Twitter, YouTube, LinkedIn, or blogs.

*Official district social media platforms* are Social Media sites authorized by the Superintendent or designee. Sites that have not been authorized by the Superintendent or designee but that contain content related to the district or comments on district operations, such as a site created by a parent-teacher organization, booster club, or other school-connected organization or a student's or employee's personal site, are not considered official district social media platforms.

*(cf. 1230 - School-Connected Organizations)*

*(cf. 1260 - Educational Foundations)*

**Authorization for Official District Social Media Platforms**

The Superintendent or designee shall authorize the development of any official district social media platform. Teachers and coaches shall obtain approval from the principal before creating an official classroom or team social media platform.

**Guidelines for Content**

The Superintendent or designee shall ensure that official district social media platforms provide current and accurate information regarding district programs, activities, and operations, consistent with the goals and purposes of this policy and regulation. Official district social media platforms shall contain content that is appropriate for all audiences that are reached by such platform and authorized to view such content.

*(cf. 0440 - District Technology Plan)*

*(cf. 0510 - School Accountability Report Card)*

*(cf. 1100 - Communication with the Public)*

*(cf. 1112 - Media Relations)*

*(cf. 1113 - District and School Web Sites)*

*(cf. 6020 - Parent Involvement)*

*(cf. 6145.5 - Student Organization and Equal Access)*

The Superintendent or designee shall ensure that copyright laws are not violated in the use of material on official district social media platforms.

*(cf. 4132/4232/4332 - Publication or Creation of Materials)*

*(cf. 6162.6 - Use of Copyrighted Materials)*

**DISTRICT-SPONSORED SOCIAL MEDIA** (continued)

The Superintendent or designee shall ensure that official district social media platforms are regularly monitored. Staff members responsible for monitoring content may remove posts based on viewpoint-neutral considerations, such as lack of relation to the site's purpose, violations of copyright law, anonymous posts, posts that may facilitate cheating on school assignments or tests, or violation of the district's policy, regulation, or content guidelines.

Each official district social media platform shall prominently display:

1. The purpose of the site along with a statement that users are expected to use the site only for those intended purposes.
2. Information on how to use the security settings of the social media platform.
3. A statement that the site is regularly monitored and that any inappropriate post will be promptly removed. Inappropriate posts include those that:
  - a. Are obscene, libelous, or so incite students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation
  - b. Are not related to the stated purpose of the site, including, but not limited to, comments of a commercial nature, political activity, and comments that constitute discrimination or harassment

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 1160 - Political Processes)*

*(cf. 1325 - Advertising and Promotion)*

4. Protocols for users, including expectations that users will communicate in a respectful, courteous, and professional manner.
5. A statement that users are personally responsible for the content of their posts and that the district is not responsible for the content of external online platforms.
6. A disclaimer that the views and comments expressed on the site are those of the users and do not necessarily reflect the views of the district.
7. A disclaimer that any user's reference to a specific commercial product or service does not imply endorsement or recommendation of that product or service by the district.
8. The individual(s) to contact regarding violation of district guidelines on the use of official district social media platforms.

**DISTRICT-SPONSORED SOCIAL MEDIA** (continued)

**Appropriate Use by District Employees**

District employees who participate in official district social media platforms shall adhere to all applicable district policies and procedures, including, but not limited to, professional standards related to interactions with students.

*(cf. 4040 - Employee Use of Technology)*

*(cf. 4119.21/4219.21/4319.21 - Professional Standards)*

When appropriate, employees using official district social media platforms shall identify themselves by name and district title and include a disclaimer stating that the views and opinions expressed in their post are theirs alone and do not necessarily represent those of the district or school.

All staff shall receive information about appropriate use of the official district social media platforms.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*