

Alabaster City Schools

Social Media Recommendations

Alabaster City Schools (ACS) recognizes the value of social media, both for personal and professional use. Social media can be a powerful tool for parent/student involvement and communication. ACS employees are encouraged to implement the recommendations below in order to avoid charges of inappropriate use of social media

ACS Social Media Recommendations

- ACS employees should not update personal social media statuses or post personal content during school hours. Stakeholders expect ACS employees to be working during the school day; posting during this time may give the impression that teachers are not fulfilling their responsibilities to students.
- ACS provides websites and email which should be the primary online electronic communication methods regarding school-related matters.
- No form of social media should be the primary form of communication between teachers and parents/students.
- It is recommended that teachers do not friend ACS parents or students, especially those currently enrolled in their classes on personal social media sites. We understand there may be exceptions (a relative, a friend's child, etc.).
- Never forget that on a social networking site once you post something, it may be available forever, even if you choose to remove it from your page.
- Remember that others may post pictures of you without your consent. Some of these pictures may be taken at social and/or family gatherings, and posted out of context, may give impressions that are not factual. If such a situation occurs, you should contact the original poster and have them remove the picture or post.
- Posting of student work, images, video, or other likenesses should strictly adhere to the ACS Acceptable Use Policy for Technology Rules and Regulations for employees and/or students.
- Do not say, post pictures, or do anything on social media sites that you would not share in the presence of your school principal, school board, parents, or students.
- No confidential student information (grades, lunch status, special education status, etc.) should ever be posted or shared on social media sites.
- Online posts that (1) violate Board policy or federal or state law, (2) lead to a substantial disruption of the school environment, or (3) significantly impede the employee's ability to do their job may lead to disciplinary consequences for the employee up to and including termination. Such posts include, but are not limited to, provocative photographs, sexually explicit messages, or the use of alcohol or drugs
- **When in doubt, don't post it!**

Employee Acceptable Use Policy (AUP) for Technology Rules and Regulations

Technology

Alabaster City Schools (Board) provides employees with access to technology in order to assist them in performance of the day-to-day operations of the school system. The term “technology” as used in this document, is intended to have a broad interpretation. The term “technology” as used herein, includes, but is not limited to computers, networks, the Internet, electronic mail, instant messaging, electronic devices, mobile devices, wearable devices, hardware, software, and accounts. The use of technology is a **privilege** that is granted to employees. Alabaster City may suspend or terminate access to technology at its sole discretion. Each employee must agree to abide by this Acceptable Use Policy (AUP) agreement before accessing and utilizing any technology of Alabaster City Schools.

This AUP applies to all technology, regardless of ownership, used on school property by employees, during school hours or during other school-related activities.

Employee Personally-Owned Technology

Employees may bring personally-owned technology to school for instructional use. The Board reserves the right to restrict, place conditions on, or prohibit the use of personally-owned technology on its property.

Use of personally-owned technology for instructional purposes is subject to the rules and regulations within this Employee Acceptable Use Policy agreement. Alabaster City will not be held liable for any employee’s personal technology device that is damaged, lost, or stolen as a result of being brought to or used on school property.

Furthermore, the Board reserves the right to inspect employees’ personally-owned technology, even if the technology is not being used for instructional purposes and is only being used for personal use, if a supervisor forms a reasonable individualized suspicion that the property contains evidence of a violation of Board policy or contains any material, object, or substance that otherwise creates or presents a risk of harm or injury to the school, the workplace, or persons therein.

Rules and Limitations

In addition to following this AUP, school rules, and Board Policies, employees must also comply with all applicable local, state, and federal laws when using technology. Any employee identified as a security risk may have their access to technology restricted or denied.

Limitation on Liability

The Board makes no warranties of any kind; either expressed or implied, that the functions or the services provided by or through the Board’s technology will be error-free or without defect. The Board will not be responsible for any damage users may suffer, including but not limited to loss of data, failure to block or filter, or interruptions of service.

The Board will take reasonable steps to maintain the security of its technology; however, no assurance can be given that security breaches will not occur. Employees should report any suspected or actual breach of security.

Although the Board claims ownership of its various technology, all user-generated data, including email content and digital images, is implicitly understood to be representative of the author’s individual point of view and not that of the school or school system.

Expectation of Privacy

All technology of Alabaster City Schools (Board) is intended to be used for educational and job related purposes. Users of school system technology resources have no personal right of privacy or confidentiality with respect to the use or content of such resources. Board personnel may, at any time and without prior notice, access, search, examine, inspect, collect, or retrieve information of any kind from the Board's technology resources, including computer or related equipment, files, and data, to determine if a user is in violation of any of the Board's policies, rules, and regulations regarding access to and use of technology resources, for or in connection with any other matter or reason related to the safe and efficient operation or administration of the school system, or for any other reason not prohibited by law.

In addition, authorized staff may delete or remove a user's files from Board-owned technology without warning when those files violate the AUP or when necessary to maintain safe and correct operations of the Board's technology.

Employees are hereby notified that all electronic mail and instant messaging will be subject to Board monitoring and storing.

Copyright and Plagiarism

1. Employees shall adhere to all copyright regulations. The illegal installation or use of copyrighted software is prohibited and may be subject to criminal prosecution.
2. Existing copyright law will be followed in using printed materials and materials accessed through the Internet. Teachers will instruct students to respect copyright and to request permission to use materials when appropriate.
3. Plagiarism is not acceptable. Teachers will instruct students in appropriate research and citation practices.

Personal Safety

1. Employees should not share their username and password. Employees will be held responsible for any activities undertaken with their identification or password.
2. Employees will immediately notify other school employees if they receive communication from anyone that threatens, harasses, or makes the employee feel uncomfortable in any way.
3. Alabaster City provides technology protection measures that include blocking or filtering Internet access to visual depictions and text that are obscene, pornographic, or harmful to minors. These measures cannot be considered 100% effective. Teachers must preview required websites and monitor students when using technology resources. Any material that is deemed inappropriate or a disruption of the learning environment should be reported to the Principal and to the Information Technology Department.
4. Alabaster City offers resources to employees and curriculum to students for education on online safety and the use of social media in regards to appropriate online behavior including interacting with other individuals on social networking websites, in chat rooms, and cyberbullying awareness.
5. Alabaster City will adhere to all laws regarding employee privacy. However, Alabaster City cannot control or be held liable for how other individuals (i.e. visitors, parents, students, etc.) use employee names and/or likeness obtained at school or during public school events.
6. Employees must adhere to all privacy laws especially those that pertain to student information and student data such as the Family Educational Rights and Privacy Act (FERPA).

Inappropriate and Illegal Activities

1. Employees may not use technology resources for commercial purposes, political activity, or personal gain.
2. Employees will not intentionally bypass Alabaster City networks and filters by using proxies, third party software, devices, and/or other means.
3. Employees will not use Alabaster City Board's computer system to engage in or arrange to engage in illegal acts that could violate federal, state, or local law, or Board of Education policies and procedures, (e.g. arranging for the purchase of alcohol, drugs, engaging in gang activity, threatening or harassing another person, cyberbullying, distribution of obscene or pornographic materials, or sexting).
4. Offensive language such as obscene, profane, lewd, vulgar, threatening, harassing, or disrespectful language and other inappropriate communications are unacceptable on any media accessed, viewed, created or stored on Alabaster City technology equipment.

Disciplinary Actions

A violation or failure to use Alabaster City technology in an appropriate manner as prescribed by Board policy, federal, state, and local law, may subject the employee to suspension and termination of access and other appropriate disciplinary action. An appropriate disciplinary action could include suspension or termination of access to Alabaster City technology, suspension of employment, or employee termination. Furthermore, the employee may be required to pay for damages to or replacement of technology.

Employee Acknowledgement Form

By signing the Employee Acknowledgement Form for the Acceptable Use Policy (AUP) agreement for Technology Rules and Regulations, the employee affirms that he/she has received and understand these rules and regulations and agree to abide by these AUP rules and regulations and all other applicable Board policies.

Please Print

First Name Middle Name Last Name

Signature

Date