

SOCIAL NETWORKING SITES AND PERSONAL WEB PAGES POLICY

Bonneville Academy (BA) recognizes both the educational value and dangers of social networking sites and other personal web pages. In this policy, “web page” refers to a social networking site, personal web site, blog account or other Internet location that can be edited by an individual with the correct username and password.

To protect school personnel, students, parents, and school resources, the Board of Directors requires all educators who access or uses these sites to abide by the following:

Instructional Web Pages

- May only be accessed at school or by using school resources for instructional purposes directly related to the educator’s curriculum and in accordance with the ELECTRONIC INFORMATION RESOURCES POLICY.
- An instructional use web page shall comply with all school policies, including the Student Code of Conduct. Profane, obscene, or defamatory comments are not permitted. Educators must comply with the federal Family Educational Rights and Privacy Act (FERPA), and may not post student photos or personally identifiable information without prior written parental consent. Educator web page postings may not violate any state or federal laws.
- Educators are responsible for ensuring student posts that violate laws or school policies are removed immediately and appropriate disciplinary action is taken. Educators are responsible for all content on the educator’s web page, including posts by students, and must limit access to those students with parental permission to participate in the instructional use.
- School administrators must be granted access to the web page and shall monitor the site for compliance with this policy. Educators must include a disclaimer on the web page noting that the content, views, or opinions expressed on the web page do not represent the school and the educator is solely responsible for any opinions, views, or content on the web page.

Personal Web Page

- Educators who maintain a personal web page unrelated to school business shall not allow students to access their personal web page. Educators shall not solicit students as friends on their personal web pages or social media sites, or invite or encourage students to read or access their web pages. Educators may not access personal web pages using school resources or on contract time.
- Educators may face disciplinary action for posts on their personal web pages that violate school policies and state rules regarding professional conduct and create a disruption in the school or interfere with the educator’s ability to serve as an educator at the school. Educators may not use school logos, mascots, symbols, or school trademarks on their personal web pages.

Personal Web Page for School Related Communications

- Educators may create and access personal web pages that are used solely as a means of communicating information regarding assignments, due dates, and class

activities for students and/or parents of BA. These web pages may not contain any student information and must comply with all policies as outlined in the ELECTRONIC INFORMATION RESOURCES POLICY.

- Educators shall not use school resources to create, maintain, or post to non-school related personal web pages or the pages of others. Educators have no expectation of privacy and their activities may be subject to review by school administration. Disciplinary action will be taken consistent with the school's **Electronic Information Resource Acceptable Use Policy and Signature of Agreement Form**.