

**Maria Montessori Academy**  
**Policy: Social Networking Policy**  
**Adopted: January 11, 2017**



## **Policy**

Maria Montessori Academy (the “School”) recognizes both the educational value and dangers of social networking sites. To protect School personnel, students, parents, and School resources, the School requires all educators who access social networking sites to abide by the provisions of this policy.

## **Definitions**

For purposes of this policy, “web page” means a social networking site, personal web site, instructional use web site, video or image sharing web site, blog or other Internet location that can be edited by an individual with the correct username and password.

## **Instructional Use**

An educator may access web pages at School or using School resources only if it is for instructional purposes directly related to the educator’s curriculum.

Prior to creating or using a web page for instructional purposes, an educator must obtain written consent from the School Director. The consent must include a description of the web page, the purpose of the access, the names of students permitted to access the site, and the anticipated duration of the instructional activity. The Director may withdraw consent at any time.

An instructional use web page shall comply with all School policies, including the student Code of Conduct and Electronic Resources Policy. Profane, obscene, defamatory, bullying or otherwise inappropriate comments are not permitted.

An educator’s use of and postings on a web page shall not violate the Utah or federal Family Educational Rights and Privacy Act, the Utah Student Data Protection Act, and any other applicable state or federal laws. Accordingly, educators must comply with such laws and shall not, except as permitted by law, post student photos or personally identifiable information on a web page without prior written parental consent. Educators shall not post a student’s designated directory information on a web page if the student’s parent has “opted out” or otherwise requested that the student’s designated directory information not be released on social media.

Educators are responsible for ensuring that student posts on instructional use web pages that violate laws or School policies are removed immediately and that students are referred to the Director for appropriate disciplinary action. Educators are responsible for all content on the educator’s instructional use web page, including posts by students.

Access to an instructional use web page must be limited to those students whose parent or legal guardian has given written permission for the student to participate on and use the web page. 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 their instructional use web page noting that the content, views, or opinions expressed on the web page do not represent the School and that the educator is solely responsible for any opinions, views, or content on the web page.

## **Personal Use**

School employees who maintain a personal web page shall not allow students to access their personal web page.

School employees shall not solicit students as friends on their personal web pages or invite or encourage students to read or access their personal web pages.

School employees shall not access personal web pages using school resources or during work time.

School employees may face disciplinary action for posts on their personal web pages that violate School policies or state rules regarding professional conduct and create a disruption in the School or interfere with the employee's ability to serve effectively at the School.

School employees shall not post students' personally identifiable information on their personal web pages.

School employees shall not use School logos, mascots, symbols, or trademarks on their personal web pages in a way that would reasonably be considered to give the appearance that it is an official School web site.

School employees who use School resources to create, maintain, or post to personal web pages or the web pages of others have no expectation of privacy, and their activities may be monitored and subject to review by administrators.

School employees who violate this policy will be subject to discipline.

## **Guidelines**

Educators at the School who use web pages for instructional purposes should recognize and abide by the following general guidelines:

- Be aware of the permanency of the Internet and think before you post. Once material is posted online, it may be permanent and unable to be redacted.
- Act responsibly while on the Internet because everything online may be accessible to the public. Online postings, conversations, and communications are not private.
- All online communications should be in good taste and meet the School's educational standards.
- Express ideas and opinions on the Internet in a respectful manner.
- Post only meaningful material online.
- Ensure that online posts are protective of confidential information and the rights of others.
- Obey copyright law.
- Never post a student's photos on the Internet without prior written parental consent. All student photos posted online must be consistent with the School's Dress Code Policy and Guidelines.
- All images or photos of the School or its employees posted online should portray the School or its employees in a professional manner.

Signature:

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Board President

Date