



**Official Policy  
of  
Ogden Preparatory Academy**

**6. Human Resources**

**6.07 Social Networking Policy**

**Effective/Revision Date:** 02/09/2011

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**PURPOSE**

The Ogden Preparatory 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**

Web page: a social networking site, personal website, blog or other Internet location that can be edited by an individual with the correct username and password.

**INSTRUCTIONAL USE**

Web pages may only be accessed at School or using School resources 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 Principal. The consent must include the purpose of the access, the names of students permitted to access the site, and the anticipated duration of the instructional activity. The Principal may withdraw consent at any time.

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

Educator web page postings may not violate any state or federal laws. Accordingly, educators must comply with the federal Family Educational Rights and Privacy Act and may not post student photos or personally identifiable information without prior written parental consent.

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

Access to instructional web pages 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 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 web pages.

School employees may 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 may not use School logos, mascots, symbols or trademarks on their personal web pages.

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

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

### Document History

Approved: 08/18/2010

Revised: 02/09/2011

### Legal References

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