
I. PURPOSE

Athlos Academy of Jefferson Parish supports the use of social media to facilitate learning in the classroom, enrich communication and create an interactive school-based network. In order to preserve professionalism and confidentiality in the context of social media, the following conditions shall be observed by all school employees.

II. POLICY

- A. Nothing in this policy shall prohibit personal or private social media use by employees acting outside of the scope of their employment using personal technology.
- B. Employees who maintain personal social networking sites shall not allow students to access their personal sites, excepting members of immediate family.
- C. Employees should restrict the use of personal technology and social media for personal purposes to non-work times or hours.
 - 1. Any duty-free use must occur during times and in places that the use will not interfere with job duties or otherwise be disruptive to the school or working environment or its operation.
- D. Athlos Academy of Jefferson Parish employees' personal use of social media could become a problem if it, for example:
 - 1. Interferes with the employee's work;
 - 2. Is used to harass or discriminate against fellow employees;
 - 3. Creates a hostile work environment;
 - 4. Divulges confidential information about the school, students and/or staff;
 - 5. Violates Athlos Academy of Jefferson Parish's policies; or
 - 6. Harms the goodwill and reputation of the school.
- E. School-Affiliated Use of Social Media Guidelines:
 - 1. Do not post any comment or picture involving an employee of Athlos Academy of Jefferson Parish unless permission is given.

Employee Use of Social Media

2. Do NOT post any photographs or identifying information of students.
 3. Maintain a professional boundary with students on social media (Athlos Academy of Jefferson Parish employees should not be “friends” with students).
 4. All postings on social media must comply with Athlos Academy of Jefferson Parish policies, including policies on confidentiality, electronic communications, ethics, equal employment opportunity, and a harassment-free workplace.
 5. The employee is responsible for what is accessed, written or presented on social media sites.
 6. Please respect Athlos Academy of Jefferson Parish’s goodwill and reputation, and refrain from using social media in such a way as to negatively impact or bring into disrepute the school or its employees and other stakeholders.
 7. If any conflicting situations arise, employees are encouraged to contact the Lead School Administrator for consultation on a case-by-case base.
- F. Athlos Academy of Jefferson Parish may not request the disclosure of information related to personal social media accounts.
- G. Any use of pornography during school time or on school devices is strictly prohibited, and will lead to immediate action.
- H. Violation of this policy may lead to discipline up to and including the immediate termination of employment.
- I. Inappropriate use of social media may result in the involvement of law enforcement.