

Employee Use of Social Media Sites, Including Personal Sites

Because of the unique nature of social media sites, including personal sites, and because of the District's desire to protect its interest with regard to its electronic records, the following rules have been established to address social media site usage by all employees:

**Protect Confidential and Proprietary Information**

Employees shall not post confidential or proprietary information about the District, its employees, students, agents or others. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the District.

**Do Not Use District Name, Logos, or Images**

Employees shall not use the District logos, images, iconography, etc. on personal social media sites. Nor shall employees use the District name to promote a product, cause or political party or political candidate.

**Respect District Time and Property**

District computers and time on the job are reserved for District-related business. Employees shall not use District time or property on personal social media sites.

**On Personal Sites**

If you identify yourself as a District employee online, it should be clear that the views expressed, posted or published are not necessarily those of the District.

Policy History:

Adopted on: 9/15/10

Revised on: