

Technology Etiquette for Staff Benefit

Operational/Day to Day

- **Maintain confidentiality.**
 - Turn off Outlook's "Notify" feature to prevent messages from popping up on your PC or projector screen.
 - Title messages regarding staff issues as "staff" and regarding students "student" instead of using names.
 - Social media is not to be used during the instructional day per ACSC policy. Avoid posting or tweeting about work-related matters.
 - Staff are encouraged to lock their computer when away from their desk.
- **Minimize HS-ALL messages.**
 - Use the daily bulletin for celebrating accomplishments or making announcements whenever possible.
 - Student issues should be handled directly by staff members or reported to the main office.
 - Create personal distribution lists for groups you with whom you communicate, and keep them updated.
- **Keep email professional and limited to short pieces of information.**
 - Communication that requires discussion is best done over the phone or in person.
 - If you receive an email from an upset parent, student, or staff member, it is usually best to follow up by phone rather than by email. If you do decide to respond by email, use the highest level of professionalism in your writing and send the email after tensions have eased.
 - Be careful when replying to or forwarding messages. Double check who will receive the message, and ask permission before forwarding.
- **Keep your online and networked accounts up to date.**
 - Classroom webpages should be updated at least weekly.
 - Delete unused documents or folders from the shared drive and your U drive.

Social Media Settings for Safety/Security

It is recommended that employees should not "friend" current students who are not family members on a personal site. Rather, staff is encouraged to create alternative way to communicate classroom activities with parents, such as a classroom webpage or Facebook page specifically for that purpose.

- Staff members are encouraged to use the highest privacy settings on any of the social media sites that they use for personal purposes. Even the highest privacy settings do not guarantee privacy on the internet.
- Twitter
 - To check privacy settings click drop-down menu in right corner, choose settings
 - Suggestions for personal settings-
 - Turn off Tweet location
 - Protect your Tweets
- Facebook
 - To check privacy settings click drop-down menu in right corner, choose privacy settings
 - Suggestions for personal settings-
 - Change your default privacy to "Friends"
 - How you connect settings to "Friends of Friends or higher"
 - Timeline and Tagging settings to "Friends". You can also set it where you have to approve being tagged in someone else's photos, posts, or notes.
 - Both: Using Twitter and Facebook for clubs/sports is a great way to communicate with students and parents. Share your official accounts with @AHS_Orioles and <https://www.facebook.com/avon.ahs> to get more followers from the community.
 - Be cautious following others with an official club/sports account. By following them, you are now associated with what they post (reflection of AHS).

Legal Considerations

- The lines between public and private, personal and professional are blurred in the digital world. Comments related to the school should always meet the highest standards of professional discretion. Staff should act on the assumption that all postings are in the public domain.
- Respect copyright guidelines. A hyperlink to outside sources is recommended. Be sure not to plagiarize and give credit where it is due.
- The legal environment surrounding social media and schools is cloudy. In many cases, courts have ruled in favor of students who have claimed first amendment freedoms. The burden of proving that a student's online activity has caused a substantial disruption to the educational environment can be a high threshold.
- Liability is often higher for faculty members than for students for questionable online activity.