

MOORE PUBLIC SCHOOLS

SOCIAL MEDIA/NETWORKING AND ONLINE COMMUNICATIONS

The Superintendent, school principals and/or other members of administration will annually remind all staff members (certified and non-certified) the importance of maintaining proper decorum in the online, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The reminders will give special emphasis to the following **prohibited behaviors**:

1. Improper socializing and improper private contact with students using social media sites, online networks, phones, technology and all communications.
2. Inappropriateness of posting items with sexual content.
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol.
4. Monitoring and penalties for improper use of district computers and technology.
5. Intentional misinformation regarding MPS with purpose to damage and/or slander students, organizations, employees, schools or administration.

Per state law (74 O.S. § 840-8.1) employees are discouraged from sharing content or comments containing the following when directed at a citizen of the State of Oklahoma:

1. Obscene sexual content or links to obscene sexual content;
2. Abusive behavior and bullying language or tone;
3. Conduct or encouragement of illegal activity; and
4. Disclosure of any information required to be maintained as confidential by law, regulation or internal policy.

“Social networking” or “social media” means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or photo sharing and social bookmarking; and “Comment” means a response to an article or social media content submitted by a commenter.

The Superintendent or designees will periodically conduct internet searches to see if employees have posted inappropriate materials/communications online. When violation of this policy is discovered, the material will be downloaded and promptly brought to the attention of the Superintendent or designee and district’s legal counsel for review. Employees who engage in any of the above referenced prohibited behaviors are subject to disciplinary action, including possible dismissal from employment, for failure to follow district policy and/or state law.

Note: A copy of this policy shall be distributed to each employee via email. If information in violation to this policy and/or state law is posted on district social media, it will be immediately removed.