

I. PURPOSE

Athlos Academy 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.
 - 2. Athlos Academy has the right to review school computers and the contents within under Minn. Stat. Ch. 13 (MGDPA).
- D. Athlos Academy 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'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 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 employees should not be “friends” with students).
 4. All postings on social media must comply with Athlos Academy policies, including policies on confidentiality, employee-student relationships, 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’s goodwill and reputation, and refrain from using social media in such a way as to negatively impact or bring into disrepute Athlos Academy 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 may not request the disclosure of information related to personal social media accounts, as long as the employee in question remains compliant with Athlos Academy’s policy on the appropriate use of social media.
- A. Violation of this policy may lead to discipline up to and including the immediate termination of employment.

Legal References:

[Minn. Stat. Ch. 13 \(MGDPA\)](#)

[Minn. Rules Parts 1205.0100-1205.2000](#) (Data Practices)

[Minn. Rules Part 3512.5200](#) (Code of Ethics for School Administrators)

[Minn. Rules Part 8710.2100](#) (Code of Ethics for Minnesota Teachers)