

## Social Media Policy

### Staff:

- Should use caution when corresponding with parents via social media. Correspondence should intend to answer questions and provide information regarding school activities as an extension of normal school communications. Any inquiries or conversations that become inappropriate or derogatory should be moved to a private conversation and referred to the administration as appropriate.
- Should not discuss issues concerning the school, administration, other students, staff members, or other affiliated with the school.
- Should only post things that they would be happy to be attributed to them as a teaching or coaching professional or that serve as information to the school community.
- Should not identify themselves as representing the school and/or the school's position on any subject.
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### Patrons:

- Should not post photos, videos, or comment on social media – whether on their own pages, in closed groups (e.g., groups set up for school parents to communicate with each other, etc.), or on the school's pages, that negatively portray students, the school, administration, faculty, staff, or others affiliated with the school.
- Should address concerns and complaints directly with the school/administration rather than posting them on social media – whether on their own pages, in closed groups (e.g., groups set up for school parents to communicate with each other), or on the school's pages.
- Should not post anything malicious about the school or any member of the school community.

Any patron who makes malicious comments regarding students, the school, administration, faculty, staff, or other affiliated with the school on social media may be required to attend a meeting with the administration and/or Board of Directors. The school may choose to assess fines if deemed applicable and may require that the offensive comments be removed. If the patron refuses, the school may escalate the matter by reporting to the social networking site or local authorities if necessary.

The Board of Directors affirms its commitment to Benton Academy and will terminate a contract and/or seek legal counsel as necessary to serve the best interest of the school.

### Students:

- Should not join any social networking sites if they are below the permitted age.
- Should tell their parents if they are using any social networking sites.
- Should be aware how to report abuse and inappropriate content (to parent, teacher, coach, sponsor, administration, etc.).
- Should not make inappropriate or derogatory comments on social media (including in private messages) about other students, the school, administration, faculty, staff, or others affiliated with the school.

1. Student Signature \_\_\_\_\_

2. Student Signature \_\_\_\_\_

3. Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_