Copiague School District Social Media Guidelines and Best Practices

The guidelines listed below are suggested best practices for publication of and commentary on social media. Social media refers to online publication and commentary on social networking sites. These sites include, but are not limited to Facebook, LinkedIn, Twitter, Instagram, YouTube, Tumblr, Flickr, Pinterest, Google+, etc.

Protect Yourself
Privacy settings are available on all social media platforms. It is important to view the privacy settings when creating a new account or using an existing one. Companies often update their websites, and sometimes privacy settings might change in the process. Be sure to check on your privacy settings frequently to keep yourself and information protected!

Confidential, means Don’t Tell Anyone!
Any confidential information that could identify an individual (such as name, grade, address, pictures, etc.), whether it is yourself or anyone else should not be shared on social media. It is important to protect and respect the privacy of our students, staff, parents and school community.

Honesty is Key!
Do not post information anonymously or under fake usernames. Do not be dishonest, untrue about facts or misleading. When you publish something online, it can (and most likely will) be seen by others, and it only takes a short second for someone to capture it forever. If you do make a mistake (we are all human), own it & do your best to correct it.

Consequences
Think about these questions before you post. Will what I write online be used against me? Can it hurt someone else? Does it make my school or community look bad? It is not advised to trash talk or embarrassment others online. Remember, someone will see it and it will come back to you eventually, so please think before you type!

Copyright Laws
Be mindful of information that you post. If you get it from someone else, give them credit!

General Tips
➢ Write about facts! Things you know, and are familiar with.
➢ Re-read your information before you hit enter! Check for spelling, grammar and punctuation.
➢ Think before you post. Your audience most likely will extend past your immediate audience.
➢ Don’t be scared, just be mindful about what you post! Social media is an acceptable, and popular way of communicating with others. Be safe, be smart & post away!
Facebook
Facebook has many security settings to choose from to help keep your account protected. To get to settings, click on the drop down arrow (top right - next to the circle with the ?). Facebook occasionally updates their security features, so it is important to check your settings often!

**Settings -> Security** Your account will never be permanently deleted, only inactive if needed. This tab allows you to adjust login/password information, as well as deactivating your account.

Settings -> Privacy:
This is the MOST IMPORTANT setting to change. It allows you to manipulate the people that can see your posts, contact you and find you online.
Settings -> Timeline and Tagging
This is another important settings tab, that will allow you to control who can add things to your page by tagging you in an event, picture, etc. Under this setting, you can also control who can see things on your timeline, and manage notifications for prior approval.

Settings -> Blocking
This setting allows you to block people, particular invites, pages, etc.
Twitter

Twitter privacy settings will allow you to control who can see your posts, tagging privacy, location information and who can follow you. To get to your settings click on your profile picture icon (next to Tweet) -> Settings -> Security and Privacy (left side panel).