



## Hartland Consolidated Schools

*"Teaching For Learning, For Life"*

# Social Media Etiquette and Consistency Document

This document is intended for anyone representing Hartland Schools through any electronic format. These include, but are not limited to: Facebook, Twitter, Instagram, SnapChat, Blogs, and websites.

***Your Digital Footprint Matters: Remember, you are representing Hartland Schools.***

### Guidelines:

- Awareness of what you post online
- What you post leads to a digital footprint online. Remember to represent yourself and Hartland Schools in an appropriate manner.
- Be respectful. The Code of Conduct is in effect with all social media accounts. If it's inappropriate in the classroom, it is inappropriate online.
- Make certain criticism is constructive not hurtful.
- Be safe online - do not give out personally identifiable information.
- If you provide a link to another source, be certain you are aware of the content of the linked material - it needs to be appropriate.
- Don't violate copyright laws. Source your material.
- Don't misrepresent yourself - don't pretend you are someone else.
- Posts should be well-written because you are representing yourself and Hartland Schools.
- Inappropriate material should be immediately reported to a school authority.
- No use of classroom or social media sites for any illegal activity.
- We expect parents, teachers, and coaches and sponsors to monitor and participate in social media activities.

If you don't abide by these terms, you may lose your ability to represent Hartland Schools on social media.



*Reason - Respect - Responsibility*

