



Social Media



**THINK BEFORE
YOU POST!**

Users of official District social media platforms should be aware of the public nature and accessibility of social media and that information posted may be considered a public record subject to disclosure under the Public Records Act.

Avoid connecting directly to students via texting, friending, or following on social media. (BP 5138)

Online platforms shall not be used by District employees to transmit confidential information about students, employees, or district operations.

Don't post photos or videos of fellow employees without their permission (E.C. 51512).

Do not use Orange Unified logos without authorization.

Do not speak on behalf of the District.



BEST PRACTICES FOR SITE ADMINS

Review Board Policies 1113, 1114, 1325, & 5138.

Staff is responsible for what they post, share, and respond to online.

Maintain a respectful, courteous, and professional presence.

BE A GOOD



DIGITAL CITIZEN!

RECOMMENDATIONS

Set up accounts using your generic email (i.e. principal@orangeusd.org) instead of your individual OUSD account.

Respond to messages in a timely manner.

Use a different password for each account you have and change your password at least once a year.

Check out your analytic data to see what is most engaging to your audience.

Monitor your account for any suspicious activity or inappropriate posts.

Create a Facebook business page - not a user account named for your site. This cannot be changed once established.



714-628-4466 | 714-628-4487

CONNECT WITH US



USEFUL RESOURCES

- <https://www.connectsafely.org/>
- <https://www.staysafeonline.org/>
- <https://internetsafety101.org/>
- <https://www.common sense media.org/>