



Social Media Policy

Purpose: This policy is meant to outline the guidelines for use of social media for all staff, contractors, volunteers and the Board.

At School, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all persons who work or volunteer for Voyager. In addition, Voyager expects students, parents and other members of the Voyager community to follow the posting guidelines set forth herein.

Guidelines. In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity Website, Web bulletin board or a chat room, whether or not associated or affiliated with Voyager, as well as any other form of electronic communication.

The same principles and guidelines found in Voyager policies and these basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job or educational performance, the performance of others or otherwise adversely affects students, parents, suppliers, volunteers, people who work on behalf of School or School's legitimate business/education interests may result in disciplinary action up to and including termination.

Know and follow the rules. Carefully read these guidelines, Voyager's Employee Handbook, including the communications policy, confidentiality policy, Voyager's non-discrimination and anti-harassment policies, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful. Always be fair and courteous to fellow teachers or staff, volunteers, students, parents, suppliers or people who work on behalf of the School. Also, keep in mind that you are more likely to

resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage students, parents, volunteers, staff, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or School policy.

Be honest and accurate. Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Voyager, board members, fellow workers, students, parents, volunteers, suppliers, and people working on behalf of the School.

Post only appropriate and respectful content

- Maintain the confidentiality of School private or confidential information. Such information may include information regarding the development of systems, processes, know-how and technology. Do not post internal reports, policies, procedures or other internal business/School-related confidential communications. Do not post information about individual students or families and be sure to maintain confidentiality, as is protected and required under state or federal law.
- Do not create a link from your blog, website or other social networking site to a School website without identifying yourself as an employee or volunteer of Voyager.
- Express only your personal opinions. Never represent yourself as a spokesperson for School. If Voyager is a subject of the content you are creating, be clear and open about the fact that you are an employee or volunteer and make it clear that your views do not represent those of Voyager, fellow workers, parents, students, suppliers or people working on behalf of Voyager. If you do publish a blog or post online related to the work you do or subjects associated with Voyager, make it clear that you are not speaking on behalf of Voyager. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Voyager."

Using social media at work Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your supervisor or consistent with School Communication Policy. Do not use School email addresses to register on social networks, blogs or other online tools utilized for personal use.

Student Pictures and Information Parents, employees and volunteers shall not post any pictures of students on Facebook, Twitter, Instagram or any other form of social media or on the internet unless the Director has approved such posting. This applies to all School functions, whether or not conducted on school property, including field trips. Nothing in this policy shall prohibit a parent from taking and posting pictures of their own child, provided no other students are featured in such pictures. Voyager reserves the right to post pictures and images of current and former students on its website, official Facebook page or for any other School purpose. Parents who do not wish to allow School to use their child's picture or image must fill out the Publicity Consent Form and turn it into the front office.

Retaliation is prohibited. **Voyager** prohibits taking negative action against any employee or volunteer for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee or volunteer who retaliates against another employee or volunteer for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts. Employees and volunteers should not speak to the media on Voyager's behalf. All media inquiries should be directed to Voyager's Board or Managing Director.

For more information. If you have questions or need further guidance, please contact Voyager's Managing Director or its Board of Directors.