

Hope Chinese Charter School Policy

Adopted: 1/15/2014

Revised: _____

Guidelines for Oversight of Facebook Posts

Hope Chinese Charter School values the interaction with the HCCS and Tiny Dragons community and public enabled through social media, including the HCCS Facebook website. Hope Chinese Charter School does not, however, tolerate clearly inappropriate posts on its Facebook websites.

I. CLEARLY INAPPROPRIATE POSTS

If a Facebook administrator* sees or is notified of a post that is clearly inappropriate, he or she should:

- a) Copy the post and the fan's name into an email
- b) Delete the post
- c) Forward the email to the Principal.

This will start an email discussion about next steps (i.e., remove the fan, respond directly to the person, etc.)

*Clearly inappropriate posts include, but are not limited to, statements that embarrass, harass, disparage, or defame Hope Chinese Charter School or students, parents, employees, board members, or other members of the HCCS community, or statements that demonstrate inappropriate, disrespectful, offensive, rude, or discourteous behavior.

II. QUESTIONABLE POSTS

If a Facebook administrator* sees or is notified of a post that is questionable (but not clearly inappropriate), proceed as above except do not delete the post. Instead:

- a) Copy the post and the fan's name into an email
- b) Forward the email to the Principal.
- c) Start an email discussion to determine appropriateness and best response from a few points of view

This Policy does not limit, nor is it intended to limit, Hope Chinese Charter School employees' rights to discuss via social media or otherwise the terms and conditions of their employment.

* As of this approval date, the current Facebook Administrators are the Administrative Assistant, at least one board member with various Content Creators (parent volunteer) who help announce events and post photos.