

## Social Media Policy Sample

Rules of Conduct and Internet Acceptable Use Policy  
For St. Paul Lutheran School and Church Staff  
Austin, Texas

### Purpose:

St. Paul Lutheran School and Church provides a computer network and Internet access for employees to use. The purpose of this network is to enhance the educational and work place experience by providing access to vast bodies of research and information to enhance job performance.

### AUP:

These services are provided as a privilege and this Acceptable Use Policy details the expectations and the responsibilities of the user. Misuse will result in this privilege being suspended or taken away or the possible loss of position at St. Paul.

### Access:

St. Paul maintains a network of computers and iPads accessible to all in the computer lab, the library, classrooms, and offices. Other forms of technology such as document cameras, LCD projectors, and more are also available for use. Most staff members have regular access to a desktop and/or laptop computer as well.

### User Responsibilities:

Food and drink are not permitted in the computer lab or near any of our technology equipment. Everyone must leave the computer lab in the same or better condition than when they entered the lab. All computer/iPad applications should be closed and logged out.

Equipment loaned to employees to use on a regular basis should be treated properly and used properly and returned to St. Paul at the end of their time of employment.

The following statements also apply:

Do use the technology equipment for educational and workplace purposes.

Do follow accepted rules of network etiquette. Do not transmit or receive obscene, threatening, abusive or other inappropriate material.

Do not rename folders or change preferences and settings on any network classroom or computer lab computers or iPads. (Don't think we need this for teachers. In fact, they do need to do this on the classroom machines.)

Be careful about giving out personal information, such as your name, phone number or address.

Do not install apps, software or download unnecessary files, especially on the classroom or computer lab computers and iPads. (Same thing here.)

Do not access, display, or download obscene or explicit material.

Social Media sites should not be used by teachers during the school day unless they are being used for instructional purposes.

ALL public transmissions should put you and the church and school in the best light possible. You represent St. Paul at all times.

Personal transmission of information (phone calls, texts, etc.) should be done outside of school hours (direct student contact time).

Do not damage or vandalize computers, computer systems computer networks, or any other technology equipment.

**Inappropriate Use:**

Each staff member is responsible for his/her actions. Unacceptable behavior will result in technology privileges being suspended or revoked and /or the possible suspension or loss of position here at St. Paul. You may be required to pay for replacement and/or repair of equipment if there is obvious abuse of equipment.

**Consent:**

In order to use the technology resources, all staff members must sign and return the attached form. This signed form will be placed in your employee file.

**Acceptable Use Agreement**

I understand that the use of any of St. Paul's technology is a privilege and that it is my responsibility to comply with the above statements. As a user of the St. Paul Lutheran School and Church technology equipment, I agree to follow all rules and expectations as outlined above. Misuse of technology could result in termination.

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