

Best Practices for School Facebook Use

Disclaimer: Bismarck Public Schools recognizes the increase use of social networking sites, including Facebook, for sharing information among individuals and groups. BPS encourages social networking Best Practices which support the safety and dignity of all individuals. Persons who create Teacher or Group Facebook pages that represent BPS staff, groups, teams or organizations, are solely responsible for the monitoring, maintenance, and use of the pages until it has been deactivated or until admin access has been transferred to another individual.

Age Requirements

FB user agreement requires that users be at least 13 years of age to join. Any and all profiles, groups, or pages created that represent a Bismarck Public Schools employee, group, school, organization, or team are expected to comply with all aspects of the user agreement, including not “friending” anyone known to be under the age of 13.

Include a User Behavior (Terms of Use)

It is recommended that you include a Terms of Use in the Info section of your page. Click on the Info link in the left margin and switch to EDIT mode. Below are the contents of the BPS Facebook Terms of Use. Feel free to copy and modify to fit your page:

In **ABOUT** section: TERMS OF USE

In **DESCRIPTION** section:

The BPS Facebook page is maintained by *[enter school or department name here]*.

The administrators for this Facebook page reserve the right to monitor all comments and if necessary, remove any inappropriate posts. The purpose of this practice is to maintain the sense of professionalism in our district community, as well as to protect the rights and privacy of all BPS students and employees.

We comply with all federal and state regulations regarding the online safety and privacy of minors. We will not knowingly post, solicit, or communicate in any way through this page with children under the age of 13.

By posting to the *[Name of Page]* Facebook page, participants:

- recognize that they are subject to having their comments, name, and profile picture publicly visible.
- will not post anything that is illegal, or that may be construed as promotion of illegal activity. This includes adhering to all copyright and fair use laws.
- will not use any language that is considered abusive, lewd, or inappropriate for a school community.
- will not post anything that can be considered harassing or bullying. Any such posts will be reported to the appropriate authority.
- shall respect our staff and students by not posting any comments that are personally defamatory
- will not post spam.

Comments/Postings

In general, consider what you are posting on your page and do not post it if others may be offended.

Student Comments

Be aware of what comments students and others may be posting on your page. If something posted is offensive or questionable, delete the comment. Use any questionable student comments as a teachable moment and hold students accountable for what they post.

Sharing admin access to FB Pages

All Facebook pages that are associated with a school (clubs, activities, PTOs, school buildings, etc.) should be set up to include the school principal, or a principal designee, as a co-administrator.

How do I share admin access to a FB Page?

- Access your Page using the Account drop down arrow.
- In your Page profile, click on the **SEE ALL** link in the **Admins** section of the right margin
- Type the email address of the admin in the Specify an email address box.