



THE METROPOLITAN HIGH SCHOOL

Madhu Narayanan PRINCIPAL, I.A.
Andrea M. Riley ASSISTANT PRINCIPAL

Social Media Policy: The Metropolitan High School

Please refer to the spring 2013 NYC Department of Education Social Media Guidelines for DOE employees and students. This document will clarify guidelines and set the school policy on Social Media (Facebook, Twitter, blogs, Google+, YouTube etc.).

1. The Metropolitan High School recognizes that social media can be a useful education tool to enhance communication and learning. However, abuse of the use of social media can be a serious legal matter that could jeopardize the position of a DOE employee. Use social media responsibly.
2. **You may NOT use your Personal Social Media accounts to communicate with current students.** Inform students of the policy and "de-friend" them immediately. Set up appropriate filters on your personal accounts.
3. **You may set up Professional Social Media accounts** for strictly educational purposes. Non DOE employees should not have access and security settings must be tight. Default setting for comments must be turned off.
4. **Professional Social Media accounts** are considered school-based and as such, your supervisor must have access to them and give permission for the accounts to be opened. In addition, parents must be informed in writing of student access to them.
5. **You may NOT post photos of students on Professional Social Media sites** unless there is a "Consent to be Photographed" form on file with a parent signature.
6. **DOE employees must use extreme caution when communicating with current students on personal Social Media Sites:** 1- Stay professional- this is NOT a place to make comments or joke with students! 2- Use when there is an urgent situation/message/reminder 3- Be aware of inappropriate student postings and advise administration immediately.

These measures are intended for your protection.

Thank You,

Madhua Narayanan, Principal, I.A.