



10:30 AM

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Electronic Use Guidelines



Home



Work

Social Media

- Each campus may have a Group Facebook page.
- Do not post pictures of students on your personal Facebook page.
- Make sure photos are good quality and check your grammar.
- Make sure you know which students you can and cannot photograph to post on social media. This information can be found in Skyward.
- When posting, always demonstrate respect for others' points of view, even if they are not offering the same in return. Avoid off-topic or offensive comments.
- Think before you post: Is it true?
Is it helpful?
Is it necessary?
Is it inspiring?

Reminders about REMIND

- Using Remind is a very useful tool across the district and is the number one way to communicate with our parents fast.
- Reminds should only be sent between the times of 6 a.m. and 7 p.m. Monday through Friday.
- If you absolutely need to send a Remind on the weekend, send it on Sunday between the hours of 1 to 4 p.m.
- Think before you push SEND. Is this just a passing thought or is this an important message? Communication should be appropriate for recipients of all age levels and constructive in nature, so carefully consider all message content before sending.
- Think, If I were a parent in my classroom: would this message be necessary and helpful?
- Check your spelling and grammar, then check again.
- Always make sure your message is professional.
- Messages on Remind can't be edited or deleted, and everyone can download a complete record of announcements they send as well as conversations they participate in.
- Make sure your participant list is current and accurate. To make sure you're messaging the people you intend to message, check your participant list frequently and remove anyone who shouldn't be in your class.