

Social Media Workplace Policies

The following statements were adapted from social media guidelines developed by a range of private and nonprofit organizations. Use them to inform your thinking about policies for your program.

- You are responsible for all comments and information you post online. Use sound judgment and common sense in everything you post. If you're not sure something is appropriate, it probably isn't.
- Social media posts remain indefinitely on the internet.
- Even if you use strict privacy settings on your social media accounts, private conversations will not necessarily remain private.
- You are an important ambassador in the community for your Head Start program. Your posts should reflect the values of the program. If you do or say something online contrary to those values, you risk embarrassing yourself and the program.
- When you see posts or commentary on topics related to Head Start or Early Head Start programs, avoid the temptation to respond to them unless you use an approved message.
- Make sure you know your program's policies on using social media at work and on posting to social media via devices furnished by the program.
- In whatever you post, always give appropriate credit. If you refer to anything produced by another individual (e.g., report, video, song), credit them and make sure you have their permission to use their content.
- Understand there are certain things about your workplace that you cannot disclose on social media, or anywhere else. Don't post:
 - "Insider information" or communications that are meant for internal staff only
 - Personnel information, such as promotions or terminations
 - Any information, written or in photos or videos, that identifies families or children in your program
 - References to or information about a legal issue or legal case

