

➤➤➤ Social Media Policy as a Kelly Substitute Employee

DID YOU KNOW



...a substitute employee must never use recording devices or picture/video cameras including cellular phones on school grounds. In fact, you should never even have your personal phone turned on while in the classroom.

Social Media Rules:
Never share your email address or phone # with a student

Never text a student or reply to a text from a student

Never initiate or accept a social media connection or “follow” request from a student

Never gossip or complain about co-workers, administrators, students or parents

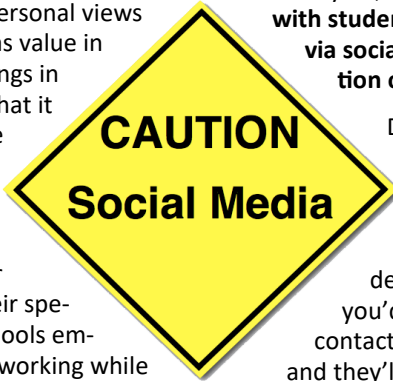
Understand the Kelly Social Media Policy

Facebook, Twitter, Blogs, Instagram, Pinterest, YouTube - social media today is ever present in our lives – and in the lives of today’s school age students. Regardless of personal views as to whether social media has value in education, or whether it belongs in the school, the fact remains that it is here to stay. As a substitute teacher or substitute employee for Kelly Education, how does this impact you?

The fact is that each school or school district determines their specific internet policy. Some schools embrace and promote social networking while others restrict it entirely during the school day. While it is important for you to be aware of the specific school policy in place, Kelly substitute employees must never use school equipment for personal purposes. This includes but is not limited to using school resources for purposes that are not job-related.

It’s also worth mentioning that a substitute employee must never use recording devices or picture/video cameras including cellular phones on school grounds. In fact, you should NEVER have your personal phone turned on when you are in the classroom. It should remain turned off or silenced when you are in the classroom with students.

Tweeting, “Friending”, Snapchatting, etc.
We understand that teachers and other substitute employees enjoy what they do for a living and that socializing and impacting the lives of students is a rewarding part of the job. However, with your profession comes responsibility.



A Kelly substitute never intentionally attempts to contact, contact, or be contacted by a student outside of the assignment. This includes, but is not limited to, face-to-face, texting, phone calls, or social media activity via mobile or electronic devices.

As innocent and well meaning as your intentions may be, the fact remains that **interacting with students outside of the assignment via social media or in person, is a violation of professional conduct.**

During the hiring process, all Kelly Education employees sign and acknowledge what is referred to as the “Standards of Professional Conduct” which details these policies and more. If you’d like to review it again, please contact your Kelly talent representative and they’ll be happy to make it available to you.

Social media and other aspects of technology continue to evolve and are slowly changing the ‘norm’. You may already have your own Twitter account or Facebook page; it is important to remember that whatever you post on your own social media accounts must in no way purport to represent the views of Kelly Education. Similarly, the professional substitute does not post negative or disparaging comments about a student, school, school district, district policy, or school district representative. **Please treat your online profile with the respect and level of professionalism it deserves.**

Thank you for taking some time to review this material. We value your service to education and appreciate everything you do.

