

SOCIAL MEDIA GUIDELINES

Official USD 249 Frontenac Schools' social media sites have been developed to strengthen the community within our school district and distribute information about events, be it photos, video, website links, or other means of communication.

USD 249 Frontenac Schools asks that people making comments on the page show respect for their fellow users by ensuring the discussion remains civil, especially since some sites allow for people of any age to join. Comments are also subject to all social media sites' Terms of Use and Code of Conduct policies. Social Media users are encouraged to report abuse of those policies to the page's "report abuse" button or by contacting Frontenac Schools Communications Department at socialmedia@frontenac249.org.

Remember that your name and photo will be seen next to your comment, visible to all visitors to the page.

USD 249 Frontenac Schools reserves the right, but assume no obligation, to remove comments that are racist, sexist, abusive, profane, violent, obscene, spam, contain falsehoods or are wildly off-topic, or that libel, incite, threaten or make ad hominem attacks on students, employees, guests or other individuals. We also do not permit messages selling products or promoting commercial or other ventures with the exception of fundraising opportunities of the district. Acts not in compliance can become grounds for bans from social media pages and/or action deemed necessary by the USD 249 Frontenac Schools Superintendent and/or USD 249 School Board.

In turn, USD 249 Frontenac Schools cannot be held responsible for information posted or provided by third-party sources.

By visiting an official USD 249 Frontenac Schools social media site, you are agreeing that you are responsible for posts and information provided by your person.

USD 249 Frontenac Schools is relieved of all responsibility pertaining to offensive, inappropriate and malicious content posted by third-party sources.

Public Records Law

USD 249 Frontenac Schools (the District) social media sites are subject to applicable public records laws. Any content maintained in a social media format related to the District, including communication posted by the District and communication received from

citizens, is a public record. The District maintaining the site is responsible for responding completely and accurately to any public records request for social media content.

Official Social Media Pages include, but are not limited to:

- *Facebook*
- *Twitter*
- *Instagram*
- *YouTube*