



The Alberta  
Teachers' Association

# WARNING!

Teachers sometimes forget that social networking online is not private. Online mistakes by teachers have damaged their employment, their careers, their livelihood and their personal reputations. Don't take the risk. Keep your job and your reputation intact!

Additional Resources:

- Call the Association for advice.
- Book an Association presentation.
- Check the Association's website for additional links.



## The Alberta Teachers' Association

### Edmonton Office

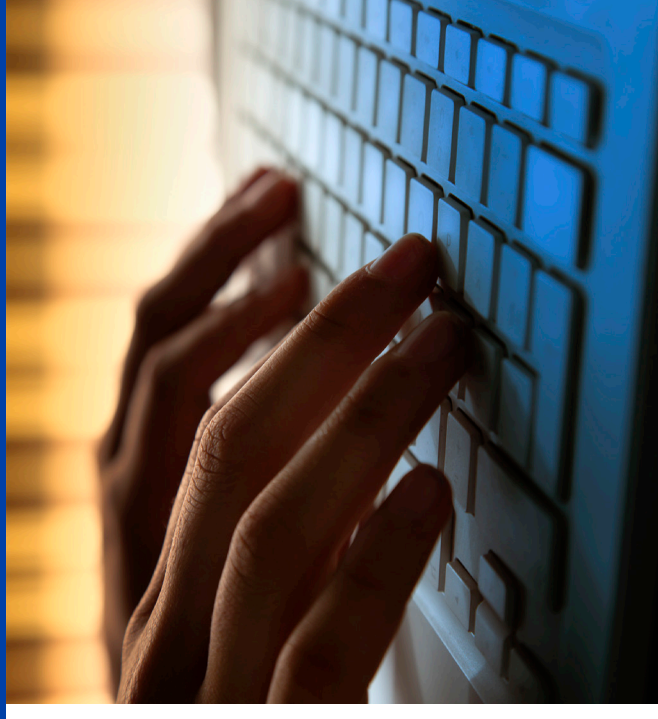
Barnett House  
11010 142 Street NW  
Edmonton AB T5N 2R1  
780-447-9400 in Edmonton  
1-800-232-7208 toll free in Alberta

### Calgary Office

Southern Alberta Regional Office  
(SARO)  
350, 6815 8 Street NE  
Calgary AB T2E 7H7  
403-265-2672 in Calgary  
1-800-332-1280 toll free in Alberta

[www.teachers.ab.ca](http://www.teachers.ab.ca)

# E-LIABILITY



You are a teacher and are expected  
to model appropriate behaviour...  
even online!

# SMART ADVICE

## IN SCHOOL



- Keep your password secure. Never allow access to anyone—colleagues, students, family members.
- Be aware of district policy on use of technology and follow it.
- Arrange your computer room so that you can easily supervise all students and see their screens.
- Conduct personal business on your home computer on your own time.
- Use district Web space to create class pages, not Facebook pages.
- Before using social media in your class, you must get informed consent from parents. They may not want their child using Facebook or Twitter.

## WITH PARENTS

Teachers have a unique relationship with the parents of students they teach. This is a professional relationship. Do not blur the lines!

Teachers can exert control over their workday by not responding to parent e-mails outside accepted business hours.

Remember that you are a professional. Using slang in professional communications reflects poorly on you.

E-mail is not the only or the best way to respond to parent e-mails. Telephone calls and in-person meetings are often better vehicles to resolve issues.

Keep copies of any harassing communications from parents. Do not respond in kind and do not delete anything.



## SOCIAL MEDIA



Social media such as Facebook, Twitter and Instagram are great resources; however, teachers should be aware of the following points.

**NEVER** friend students or their parents on Facebook or follow them on Twitter. Keep the relationship professional and outside your social media world.

Post only images on social media, blogs and websites that you would be comfortable displaying in your class.

Ensure that your social media privacy settings are always set to the highest level.

Pseudonyms do not work. They do not protect your identity or privacy.

Do an online search of your own name from time to time. You do not know what may be out there with your name on it.

You may have a right to free speech, but you also have an obligation of fidelity to your employer and to adhere to the Code of Professional Conduct. Be careful of the positions you espouse online.