



frequently asked QUESTIONS



SOCIAL MEDIA

1. What is the difference between my Facebook Newsfeed/Homepage and my Facebook Timeline?

Your news feed, is constantly updating list of stories from people and pages that you follow on Facebook. News Feed stories include status updates, photos, videos, links, app activity and likes.

Your timeline, which is sometimes referred to as your profile or wall, is your collection of photos, and experiences that tell your story. In some cases, friends can post and share messages on your wall depending on your privacy setting. You are responsible for the information that appears on your timeline, not your newsfeed.

2. How do I permanently delete my Facebook page?

If you don't think you'll use Facebook again, you can request to have your account permanently deleted. Please keep in mind that you won't be able to reactivate your account or retrieve anything you've added. Before you do this, you may want to [download a copy of your info](#) from Facebook. Then, if you'd like your account permanently deleted with no option for recovery, log into your account and [let us know](#).

When you delete your account, people won't be able to see it on Facebook. It may take up to 90 days to delete all of the things you've posted, like your photos, status updates or other data stored in backup systems. While we are deleting this information, it is inaccessible to other people using Facebook.

3. How do I remove a tag from a photo or post I'm tagged in on Facebook?

1. Go to your activity log
2. Click **Photos** in the left column
3. Select the photos you'd like to remove a tag from
4. Click **Report/Remove Tags** at the top of the page
5. Click **Untag Photos** to confirm

OR

1. Select the photo
2. Select **Options**
3. Click on **Remove Tag**
4. You will see a confirmation message **You won't be tagged in this post anymore. It may appear in other places like News Feed or search.**
5. Select **Okay**

4. Is it okay to put negative remarks on a vendor's Twitter page if I do not like their products?

Although you may personally not like a vendor's product, the district may be building relationships with these vendors, so **THINK** before you post. If you have a personal issue with a vendor, contact them through their help/support contact information. Always be courteous and professional.

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5. How do I change my Facebook setting so that people can't get notified when I make a post or comment?

This is a setting that needs to be changed by the person receiving the notifications. These are the steps:

To turn off notifications for friends or people and pages you follow:

1. Go to the person's profile or page.
2. Click **Friends** or **Liked**.
3. Click to uncheck **Get Notifications**

6. Can I post pictures of students on my personal Facebook page?

As a district employee you should not post pictures of students on your personal Facebook page. If you have photos of students that you would like to share with the public, email those pictures to the District Media Specialist along with the date and description of the event/activity. The Media Specialist will post those photos on the district's social media sites.

7. Is the district stating that I can't post pictures of me with alcohol?

The district is reminding you to "THINK" before you post online. As a district employee, make sure that your pictures are in good taste and appropriate. When in doubt, don't post it. Remember, you don't need to make everything public.

8. What if my friend/family member posts a picture of me drinking heavily at a party?

As a district employee, you are responsible for the content on the social media pages that are in your name. If a friend/family member tags you in a photo that is considered inappropriate, it is your responsibility to remove the tag from your timeline. Remember, the photo will no longer be visible on your timeline, but it will still be viewable on your friend/family member's timeline for all of their friends to see. Now, if the photo portrays you dancing on tables or doing something extreme while drinking heavily, the district recommends that you take the next step, and contact the friend/family member and ask them to remove the photo.

9. My friends and I occasionally share jokes and photos via cell phone text messages that may be deemed as inappropriate. Does appropriate social media usage also apply to my personal text messages?

Wireless companies claim that text messages are secure, but 'secure' is not an absolute. If messages needed/wanted to be retrieved, someone could read your messages if you left your phone unattended (regardless if you have a passcode). There is also software that can be used to store messages, and in extreme cases government agencies can access your cell phone records (including call logs and text records) with a subpoena.

All this concern over privacy and messaging just underscores something most of us have heard: Don't write anything you don't want other people to find out. You are leaving a digital footprint that directly reflects on your character.

10. What should I do if I notice that one of my colleagues has posted something inappropriate?

Be an advocate and share your concern with them. Help them to THINK. Is it...Truthful, Helpful, Inspiring, Necessary and Kind? If your colleague is unreceptive, then you could take the next step and screenshot the post and report it to your administrator/supervisor.

11. How do I unpin something from Pinterest?

1. Hover over the Pin you want to edit and click the pencil icon.
2. Click **Delete Pin** if you want to get rid of it - you can't undo this.
3. Click **Save Changes** when you're done.

12. Can people follow me on Pinterest?

Yes. If people like your pins they can start following you.



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13. How do I review tags that people add to my posts and timeline before they appear?

Tag review is an option that lets you approve or dismiss tags that people add to your posts. When you turn it on, any time someone tags you in something they have posted, that tag won't appear on your timeline until you approve it.

To turn on tag review:

1. Click at the top right of any Facebook page and select **Settings**
2. In the left column, click **Timeline and Tagging**
3. Look for the setting **Review tags people add to your own posts before the tags appear on Facebook?** And click **Edit** in the far right
4. Select **Enabled** from the dropdown menu

When tag review is enabled, you'll get a notification when you have a post to review. You can approve or ignore the tag request by going to the post.

14. Where in policy does it state that my conduct needs to be professional on my personal social networking sites?

DH (Local) Employee Standards of Conduct

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District. An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

An employee shall be held to the same professional standards in his or her public use of electronic media as for any other public conduct. If an employee's use of electronic media violates state or federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

DH (Exhibit) Employee Standards of Conduct—Educators' Code of Ethics

DGBA (Local) Personnel-Management Relations—Employee Complaints/Grievances

15. Where can I find the District's policies?

<http://pol.tasb.org/Home/Index/258> OR www.pi-isd.net > Select District > Select **Policy Online**

16. Where can I find the 2014-2015 "Did you know? Social Media Session" PowerPoint?

www.pi-isd.net > Select **Departments** > Select **Technology Department** > Select **Technology Resources** > Select **"Did you know? Social Media Session"**



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