

River Valley Child Development Services

Social Media Use Policy

Effective: July 1, 2017

River Valley Child Development Services, hereinafter referred to as RVCDS, recognizes and understands that social media sites are a commonly used form of communication, advertisement and entertainment. For the purpose of this policy, the term "social media" refers to any public forum on which an individual can post content on the internet. This includes but is not limited to, Facebook, Twitter, Snapchat, YouTube, and blogs. If an employee is publicly affiliated with RVCDS, he or she is expected to exercise judgement and professionalism when posting on social media.

RVCDS expects its employees to refrain from using social media during work time unless appointed by supervisor to post on behalf of the agency.

An employee must adhere to all RVCDS policies and procedures when posting on social media. He or she is expected to maintain confidentiality and uphold the NAEYC Code of Ethical Conduct. It must be clear that the postings of the employee on personal pages do not reflect the views of the agency.

For employees who manage social media sites for their program(s), certain guidelines are followed. These guidelines are found in the procedures. These administrators are expected to only post content that aligns with RVCDS' policies, mission statement and grant requirements.

