



**Acceptable Use of Social Media  
by Employees  
Board Policy**

**Department: Human Resources**  
**Section: Employee and Labour Relations**

The Annapolis Valley Regional School Board encourages clear and effective communication and relies on online technology to conduct many aspects of business. Board use of social media must, like all forms of communication, meet tests of appropriateness, credibility, privacy, authority, responsibility and accountability.

It is recognized that the Board has a responsibility to provide a safe work environment for employees. It is also recognized that the Board has a responsibility for ensuring appropriate internet security for employees using social media for work-related activities.

All electronic communication and social media usage must be in compliance with legislation, RCH Foundation Statements, and Board policies and administrative procedures, such as *101.6 Publishing of Student Personal Information and Student Work*; *305.27 Respectful Workplace*; *305.20 Acceptable Use of Technology for Employees*; and *305.5 Confidentiality of Employee Information*.

This policy applies to the use of social media at work and off-duty.

**Monitoring**

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this policy.
- This policy will be monitored annually.

**Board Approved:** Mar 6/12  
**Ref:** AP 305.26; BPs and APs 101.6, 305.27, 305.20, 305.5  
**Monitoring Date:** Annually  
**Revised:** September 7/16