

Adopted: 9/9/10

Yinghua Academy Policy YA-006

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## **YA-006 Questionable Facebook Posts Guidelines**

Yinghua Academy values the interaction with the Yinghua community and public enabled through social media, including the Yinghua Academy Facebook website. Yinghua Academy does not, however, tolerate clearly inappropriate posts on its Facebook website. Clearly inappropriate posts include, but are not limited to, statements that embarrass, harass, disparage, or defame Yinghua Academy or students, parents, employees, board members, or other members of the Yinghua community, or statements that demonstrate inappropriate, disrespectful, offensive, rude, or discourteous behavior. Questionable posts include statements that may, but do not clearly, meet the definition of clearly inappropriate posts.

### **I. CLEARLY INAPPROPRIATE POSTS**

If a Facebook administrator\* sees or is notified of a post that is clearly inappropriate, he or she should:

- a) Copy the post and the fan's name into an email
- b) Delete the post
- c) Forward the email to the Executive Director

This will start an email discussion about next steps (i.e., remove the fan, respond directly to the person, etc.)

### **II. QUESTIONABLE POSTS**

If a Facebook administrator\* sees or is notified of a post that is questionable (but not clearly inappropriate), proceed as above except do not delete the post. Instead:

- a) Copy the post and the fan's name into an email
- b) Forward the email to the Executive Director and to the Communications and Development Manager.
- c) Start an email discussion to determine appropriateness and best response from a few points of view

\* As of this approval date, the current Facebook Administrator is the Communications and Development Manager.