

## STUDENT INTERN LINKEDIN POLICY

### WHAT IS LINKEDIN?

LinkedIn is the world's largest professional network on the internet. You can use LinkedIn to find the right job or internship, connect and strengthen professional relationships, and learn the skills you need to succeed in your career.

### School Related LinkedIn Use

USB E has approved SSD to use LinkedIn within the CTE Internship course to help students develop their portfolio and career network in order to successfully advance and navigate their professional pathway.

### REFERENCE:

USB E Memorandum "Use of LinkedIn as a platform for CTE Internships"

- LinkedIn does not violate FERPA as the information provided to LinkedIn is a contribution of the student rather than the LEA. FERPA restricts an LEA/school from disclosing information held in records maintained by the LEA/school.
- LinkedIn has the option to hide users from the public view. Students may complete all components within the course by using the LinkedIn platform and only be visible to the persons they chose to be in their professional network.
- Additionally, Students approved to use LinkedIn must abide by and are accountable to SSD policy - Technology and Acceptable Use.

### REQUIREMENTS FOR COMPLIANCE: Students using LinkedIn

1. To maintain a safe and productive learning environment, the District requires all students who access or create social networking sites within the course CTE Internships through District resources to abide by the following:
  - 1.1. If something you are about to post makes you uncomfortable, take a minute to consult with others.
  - 1.2. Do not bully others online.
  - 1.3. Be open offline about what you experience online. Report inappropriate online behavior.
  - 1.4. Maintain proper professional relationships with any school employee.
  - 1.5. All statements must be true and not misleading.

- 1.6. Only comment on things about which you are well informed.
- 1.7. Do not violate privacy, confidentiality, or legal guidelines.
- 1.8. Protect yourself and others by not revealing private, confidential, or sensitive information.
- 1.9. Ask permission before posting pictures or videos of others.
- 1.10. Maintain consistent, acceptable behavior online and offline.
- 1.11. Follow the Sevier School District Acceptable Use Policy

### **Parents of students using LinkedIn**

2. Parents are important partners in developing safe and appropriate use of social media including LinkedIn and are encouraged to:
  - 2.1. Monitor your child's use of social media.
  - 2.2. Talk frankly to your child about proper online relationships and behaviors.
  - 2.3. Be friends with your children online in order to view your child's online posts.
  - 2.4. Be involved and aware.
  - 2.5. Report inappropriate online behavior.

### **Parent opt-out option**

3. Upon opting out, the parent will be contacted by their local CTE program to set up a meeting in order to identify reasonable alternative options to meet the requirements of the course outcomes.



**LINKEDIN PARENTAL CONSENT FORM**

There are some aspects of Internship coursework and student participation that will require students to access and maintain an account on LinkedIn. LinkedIn is a career development tool used to present portfolio work and connect with industry professionals. LinkedIn requires all users to be at least 16 years old.

LinkedIn has the option to hide users from the public view. Although SSD can not enforce this setting, Students will be instructed on the use of this feature and may complete all components within the course and only be visible to the persons they choose.

Students will be required to comply with the SSD Acceptable Use Policy and the STUDENT INTERN LINKEDIN POLICY attached to this document.

LinkedIn has its own terms of use and privacy policies that govern how LinkedIn will any data that your student submits on the site. You should review each of these policies.  
<https://www.linkedin.com/legal/user-agreement>

<https://www.linkedin.com/legal/privacy-policy>

**Please check ONE box**

- Opt-in :** You acknowledge and certify the following:
  - I am the legal parent/guardian and give my permission for my student to access and maintain an account on LinkedIn.
  - I have read and agree to the SSD Acceptable Use Policy
  - I understand that while SSD employees will make every effort to supervise my student’s access to LinkedIn they cannot supervise my student’s access at all times and ultimately it is my responsibility to assure that my student follows the **STUDENT INTERN LINKEDIN POLICY**
  - I understand my student will be held accountable for any actions committed in violation of these policies regardless of where they are committed.
  - I understand that the LinkedIn Policies govern the use of the data submitted.
- Opt-out:** Upon opting out, the parent will be contacted by their local CTE program to set up a meeting in order to identify reasonable alternative options to meet the requirements of the course outcomes.

Parent/Guardian Name (Print)		
Signature		Date
Student Name (Print)		
Signature		Date

