

**Social Media & Network
Examples**

•South Dakota’s Social Media Sites: <http://sd.gov/>

•Facebook

<http://www.facebook.com/pages/Nebraska-Vocational-Rehabilitation/266794951411>

•Twitter

•Youtube

**Required Work Related Use of Social
Media:**

Use of social media that is required as part of the employee’s job function (e.g., when an employee tweets on behalf of the Director of the Agency on the Director’s Twitter account or posts items on the Agency’s Facebook).

Personal Use of Social Media at Work:

An employee’s personal use of social media while at work (e.g., logging onto Facebook™ and providing personal updates to a Facebook™ page, which is outside of the employee’s official job function, while at work, during work hours).

Personal Use of Social Media Outside
of Work:

An employee's use of social media in his or her personal capacity outside of work time.

Ethical Guidelines for Use of Social
Media:

Guidance and policy on ethical guidelines for using of social media.

Green Zone

- Class Mates
- Family & Relatives you like
- Co-Workers
- Business Associates
- Neighbors you trust & like
- Originations you are Involved with
- Fan Clubs
- Other Interest Areas:
- <https://www.facebook.com/#!/pages/South-Dakota-Coalition-of-Citizens-with-Disabilities-Coalition/183208825109091>

Yellow Zone

- Supervisors
- Past Consumers now co-workers
- Co-workers and Family you don't get along with

Red Zone

- Current Consumers
- Ex friends

Bernie's list of things to Avoid

- Posting pictures of new boyfriend while going through divorce (Facebook and cell phone logs are an attorney's best friends)
- Where you work if your wages may get garnished
- Telling the world you are going on vacation
- Making inappropriate racial, gender comments
- Talking about work
- Playing games on work time and being friends with your supervisor
- Giving your ex your password

Good & Bad of Social Media

- Great Resource for your job
- Review News Articles

Privacy vs. Confidentiality

- What's the difference?
- Confidentiality in the social network
- Privacy in the social network

Limits of Confidentiality

- Confidentiality and informed consent in the social network environment
- Posting and transmitting confidential information
- Security: Who has access to what?
- Imposters: Who is it really? How public is the network?

Privacy Checklist

- ✓ Know the social network features
- ✓ Set the features
 - ✓ What has access to what?
 - ✓ Who knows if you're online?
- ✓ Check features periodically

Discussion & Questions


