

**INDIANA DEPARTMENT OF CHILD SERVICES
ADMINISTRATIVE POLICIES AND PROCEDURES**

Policy Number: GA-16

Effective Date: 12/1/2013

Version: 1.0

POLICY TITLE: PERSONAL AND PROFESSIONAL USE OF SOCIAL MEDIA

OVERVIEW: Employees of the Department of Child Services (DCS) will adhere to the standards set forth in the [DCS Code of Conduct](#) and the [Indiana Employee Handbook](#) when utilizing social media sites for personal and professional use. DCS employees will ensure they protect the confidentiality of children and family members served by DCS. DCS employees who engage in unprofessional or criminal conduct while utilizing social media may be subject to disciplinary action, up to and including dismissal.

I. DEFINITIONS

- A. Social media: Electronic communication sites (e.g., Facebook, YouTube, Twitter, blogs, etc.) that allow users to exchange or post messages and share information, ideas, and pictures.

II. REFERENCES

- A. [DCS Code of Conduct](#)
- B. [Indiana Employee Handbook](#)
- C. [Indiana Office of Technology Information Resources Use Agreement \(IRUA\)](#)

III. STATEMENTS OF PURPOSE

- A. Employees will comply with the terms and conditions of the [Indiana Office of Technology Information Resources Use Agreement \(IRUA\)](#).
- B. Employees will protect the confidentiality of the children and family members served by DCS and will not reference those served or reveal confidential and/or personally identifiable information in their personal or professional posts online.
- C. Only individuals designated by the state or DCS have the authority to speak on behalf of the state or DCS.
- D. Posting information or content that is confidential, unprofessional, criminal in nature, or violates the [DCS Code of Conduct](#) may subject employees to disciplinary action, up to and including dismissal.

IV. PROCEDURE

- A. Employees will maintain appropriate personal conduct while utilizing social media. See the Personal Conduct section of the [DCS Code of Conduct](#).
- B. If an employee has a concern about the misuse of social media (e.g., breach of confidentiality, disrespectful remarks, and speaking on behalf of DCS without proper authorization), the employee will notify his or her direct supervisor immediately.

V. FORMS AND OTHER DOCUMENTS

N/A

Date: November 4, 2013
Mary Beth Bonaventura, Director
Department of Child Services

A signed copy is on file.