



Luzerne County Head Start, Inc.

NHSA Family Connections

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Online Safety and Privacy

The shocking truth is: Internet security experts believe that privacy online doesn't exist. Most social networks keep track of all interactions used on their sites and may save them for later use.

Connecting to the internet and posting on social media websites is different from watching TV or using any other type of technology. Even if you take down or delete a post, someone else may have already seen it and passed it on. Once it is out there—you can't get it back.



“I use Facebook to let people know what I’m up to and to post pictures of what I’m doing. How can I use privacy settings?”

On Facebook look in the top right corner and click on *account*, then click on privacy settings on the drop down menu. From here you can change who can view your profile and what information can be displayed on your profile.

Not sure how, to find and use the privacy settings on MySpace? Ask a *trusted* friend to help you or type the question into Google and follow the steps. Do this for all social websites you or your family members use.

Did you know that unless you change and set the privacy settings, your information is open to the public? Without privacy settings, visitors to your social websites can learn:

- Your birthday;
- Where you live and your daily routine;
- Your hobbies and hangouts;
- Info about your family and friends;
- Possibly your place of employment ;
- Maybe even where you were last Friday, who you were with and what you did.

Created By **PreschoolFirst**

Your Online Parent Responsibilities

Smart phones and cell phones with text messaging are quickly replacing computers as the easiest way to “connect.” Smart phones go right on the internet. Families can browse websites, text messages, blog, use social networking websites to share info and pictures, and make old fashioned phone calls. This gives us all the freedom to connect anywhere, anytime.

All freedom comes with responsibility. Using good behavior online is especially important for parents. As a parent or guardian of a young child, you know young children watch and imitate everything you say and do! You have the duty to think carefully about what you do with your phone or computer when you go online. Restrict a young child’s use of any computer or smart phone. Watch older children closely.



Online Head Start Family Responsibilities

As a Head Start family you are part of a very special community. As members of this community we all share the responsibility to be thoughtful when posting on social media.

Anything you post might be seen by other Head Start families, local community partners, the Office of Head Start, even by non-profit organizations that may make contributions to the Agency.

Please be cautious before putting anything online. Be sure the post or message is not unfriendly, harmful, or provoking to any of these groups. Remember social media easily can be made available to more people than you intended.



Parent Pre-Post Quiz

Do not assume that your posts, photos, tweets or text messages will be kept private. Even if you use privacy settings, a visitor or friend might see your post and pass it on to others. This can happen without you knowing.

Assume that what goes on the web, stays somewhere on the web. Think carefully before you post a message or photo. Never post anything when you're feeling angry or vengeful.

Stop! Do NOT post if you can answer "yes" to any of the following questions.

- Does this in any way show or discuss anyone doing an illegal or embarrassing act?
- If someone sees this comment or photo in the future will it make me look rude or irresponsible?
- Could this affect how a future employer might view me as an employee?

If you can answer "no" to any of these questions, stop! Think very carefully before posting anything.

- Is this something I'd want my grandmother to see or know about me?
- Is this something I want my child to *do* or *know I do*?
- Did I ask the people in this post or photo if they wanted to appear on the Internet in this way?



Head Start Family Guidelines

Here are a few guidelines to consider when you post anything that may be connected to our Head Start program or our families in anyway.

Respect confidentiality rights:

Think twice before posting pictures or anything that mentions specific children or people by name. This could be a privacy violation if you do not have permission.

- Never share anyone's personal or health information.
- If in doubt - ask the Family Services Coordinator/Manager or the Director in your agency for advice or permission.
- The Family Services Coordinator/Manager or Director can review and help clarify policies about privacy, confidentiality, and social media you need to know.

Post photos only with permission:

Before posting any photographs taken at the Head start program, ask the Family Services Coordinator/Manager or Director of your agency for permission.

- Photographs posted on social media sites can easily be copied by others who visit the site and used in ways not approved by the agency.
- Only place pictures that have a low quality (72 dpi and approximately 800 x 600 resolution). This picture does not print well but can be seen onscreen.



Strive for accuracy:

Get the facts straight before posting information. Misinformation can create unpredictable responses and damage relationships.

- Keep in mind that spreading intimate or private rumors or facts only hurts feelings. It is also a form of bullying.
- Avoid the temptation to pass along a "juicy" tweet or text message. This is the same as spreading gossip.
- If you ever mention the Head Start agency on your personal sites, identify your views as your own.

Be respectful of others feelings:

Think carefully about who might see this posting and ask yourself questions such as:

- Will this hurt others if it goes viral?
- Would this hurt you or your child's feelings if this was posted about your family?
- Will this reflect poorly on the Head Start program?