



PROPER USE OF SOCIAL MEDIA

Remember, as a Key Club member, you are a leader, and as leaders represent Key Club, every leader must embody the core values in a respectful manner even when using social media.

When is it used?

1

- Use social media to promote events that have already been approved by advisors with all components of the event being confirmed
- provide updates and reminders of upcoming events
- Promote Key Club and create awareness of the organization in a respectful manner
- Examples of Social Media: Instagram, TikTok, Facebook, Twitter

When is it avoided?

2

- Planning out events
- Discussing professional business (that's what emails and phone calls are for!)
- Informing others on lengthy topics. Remember to keep all messages on social media brief, send an email if the messages cannot be covered thoroughly through social media.



What is considered inappropriate?

3

- Making hurtful comments to or about another person
- Posting something to intentionally hurt or embarrass an individual. (Don't post anything without that individual's permission!)
- Sending anonymous hate messages
- Remember as a KEY LEADER, these actions are NOT TOLERATED

How can I stay safe?

4

- All personal information (such as your address and school you attend) should not be open to the public. Keep all personal settings private!
- DO NOT engage in any online contact with people you do not know. Only be in contact with people you have met in a live setting.

Remember to:

5

- ALWAYS be professional and polite
- Use a formal tone when promoting or updating events
- ALWAYS respect others and encourage all to do the same
- Moderate messages/posts on Key Club related pages



TECHNOLOGY SAFEKEY

make sure to "THINK before you click!"

What is *Technology SafeKEY?*



- The mission: Educate the youth about online safety
- Provide information on the hazards of unsafe internet use
- Teach students how to safely utilize the internet

What is *the importance?*

- The reliance on technology is growing in everyday life, it must be addressed that harmful encounters on the internet DO occur,,, however they CAN be prevented if proper measures are taken