**Social Media Safety**  
Privacy, Employee Guidelines, and Best Practices  
The purpose of this class is to provide practical tips to help protect individuals and organizations on social media. Attendees should walk away with a manageable checklist of steps they can take to ensure their own safety as well as a guideline of best practices with regard to their personal social media use, copyright laws, and management of brand accounts—elevating the basic level of privacy and safety competency.  
  
**Session will last 1 hour:** approximately 30 min presentation followed by an Q&A, live demonstrations, and workshop. Please bring your laptop, iPad, and/or smart phone. Presentation will be sent out to all participants for reference.

**This class will cover:**

* General Tips for Protecting Yourself Online
* Employee Guidelines
* Copyright Laws
* Tips for Managing Work Accounts
* Resources for more information
* Live Demonstrations and Questions