

Social Media Guidelines for Students

District 211 recognizes the value of using collaborative technology to enhance learning opportunities. It also recognizes the need to educate the students and staff as to the best practices for using technology in the classroom. This includes the use of social media networks, which includes websites, wikis, and blogs.

The following guidelines will help you to use social media in a responsible and appropriate manner. They are designed to raise awareness of responsible electronic communication methods and to protect the safety of our students. The Guidelines do not state every possible use or misuse of social media, but they serve as a reference to guide the use of social media and electronic communication in the classroom and across the district.

1. **The Internet is a very public place.** Anything you write can be seen by someone else, and some information is available after it has been deleted. Even private messages sent to a friend can be copied or forwarded if they wanted to do so. Be careful with what you say about anyone or anything because it will remain public for a long time. Do not write something you might regret later.
2. **Your words are your responsibility.** Your thoughts and opinions belong to you. When you share them with others you might hurt or offend those people - even if you didn't mean to hurt them. Keep in mind that your words represent you and they affect how people look at you. If you are unsure about how someone will interpret what you wrote, you should rewrite it or not post it at all. What you write does not always come out the way you intended it. What you write does not always come out the way you intended it.
3. **Be honest at all times.** Use your real name or nickname whenever you post information online, tell the truth when you write, and do not say things that are misleading. People respect honesty, and they tune out people who are dishonest.
4. **Respect others and respect their privacy.** Do not share someone else's secrets, awkward photos or personal information with anybody else on the Internet. If what you post is embarrassing to someone else then you should not post it. If the situation were turned around you would expect the same.
5. **Add value wherever you go.** Wherever you go you should try to make the world a better place. That applies to the Internet. Be positive in what you write, ask questions that make people think, and add your thoughts to discussions to bring out new ideas and possibilities. Use social media to help your classmates learn from each other and from the world.
6. **Watch your emotions.** You will probably regret writing something when you are angry. Before you respond to someone who has upset you, walk away and think about what you want to say first. Calm down, re-read their message, and write a response. If it is an online blog or a comment to an article, it might be best not to respond at all.
7. **Protect your personal information.** Never post personal information such as your full name, home address, phone number, or any other information that could lead to a stranger contacting you or finding you.
8. **Abide by copyright laws.** You can post links to someone else's work, but do not post someone else's photos, videos or articles without their permission. Always give credit when you use someone else's work or ideas. Do not claim that someone else's work is your own.

References

<http://www.minnetonka.k12.mn.us/policies/470.pdf>

<https://www.facebook.com/legal/terms>

<http://socialmediaguidelines.pbworks.com/w/page/17050885/Student%20Guidelines>

<http://dl.dropbox.com/u/11220586/Social%20Media%20Best%20Practices%20For%20Teachers.pdf>