



LL#925990

GUIDELINES FOR SAFE STUDENT USE OF SOCIAL MEDIA

Access to the Internet provides students with opportunities to use Social Media and other online interactive services on externally-hosted, public websites that benefit learning, communication and social interaction.

As a condition of creating an account on any public social media site, students must abide by the Terms and Conditions as set out by the service to which they are subscribing. As many of these services are typically hosted in the US, COPPA guidelines would dictate that children under 13 years of age would not be permitted to subscribe to the service.

Teachers will not direct students to create personal accounts on public social media sites without prior authorization from the School Division and parents.

Students are advised not to independently create accounts on such sites without first checking with their parent(s) or guardian(s).

Students will be held accountable for any information posted on social media sites or any interactive online services if it negatively affects the School Division or others, using either Division-owned or personal devices.

Safe Social Media Use Guidelines

Student use of social media and any interactive online services should follow these principles:

1. Be Aware
2. Be Safe
3. Be Respectful
4. Be Honest
5. Be an Ambassador
6. Be Healthy

Be Aware

- Remember that your digital footprint is permanent that what goes online stays online.
- Think before you post text, images, videos, etc. Do not post anything you wouldn't feel comfortable having friends, parents, teachers, or a future employer see.
- Never post, or respond to posts in anger.
- Always consider the effects your words might have before you post.

Be Safe

- Never post or give out personal information, including, but not limited to, last names, phone numbers, addresses, or birth dates.
- Never share your user ID or password.
- Be aware of your privacy settings and location service settings and know when they change. Review these settings frequently.
- If you don't know the person, do not friend them, open their emails, respond to their texts, etc.



- Be wary of emails from hacked accounts. Even if the email comes from someone you know, if it looks suspicious, delete it right away, or follow up with your friend for confirmation.

Be Respectful

- Always ask permission before you publish a photo or video of anyone.
- Do not post offensive and insulting comments.
- Respect your teacher. Social media (Facebook, Instagram, Twitter, etc.) is not permitted during class time unless specifically authorized by the teacher.
- Always ask permission before forwarding someone else's words/emails/texts/etc.
- Always ask permission before uploading and tagging a picture of someone.
- Never access another user's account.
- Never pretend to be someone you aren't.
- If and when someone asks you to stop doing something online, stop! (e.g. texting them repeatedly).
- If someone asks you to take down a post, image, etc., respect their wishes and take it down.
- Respect the rules of the virtual space you are in. For example, if you are part of a class Edmodo site dedicated to homework questions, ensure that your questions are relevant.

Be Honest

- Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to simply copy and paste other's thoughts or work.
- When referencing someone else's idea(s) or work online, be sure to cite your source with the URL.
- Make sure you have permission or the rights to use any images, etc. you find on the Internet.

Be an Ambassador for your School and School Division

- Feel free to disagree, but do it respectfully! Ensure that criticism is constructive and not hurtful.
- Consider linking to other websites to support your thoughts and ideas. However, be sure to read the entire article prior to linking to ensure that all information is relevant and appropriate for a school setting.
- Ensure that any content you post does not reflect poorly upon the school or on you.
- Ensure that comments by other individuals in response to any content you post do not develop into something that negatively impacts the School Division or others. Should that occur, remove the initial post.
- Social media is not the venue to vent. Refrain from publishing disrespectful or harassing remarks.
- Permission from the school is required before using the Division or School name, logo, photos or other intellectual property (documents produced by the school or students) when creating anything online.

Be Healthy: Tips for Home

- Limit the amount of time and when you spend time working online.



- Balance your time online and time being active every day.
- Balance your time online and your time talking to people face-to-face.
- Silence your device and suppress notifications after a reasonable hour every evening.
- Avoid spending time in front of your screen right before bed. The artificial light from the screen before bed can disrupt your normal sleep patterns.