

# Guidelines for Social Media / Web 2.0 Use

## 1. Read the Terms and Conditions • Confer with an ITRT



### Things to Consider

- If you upload content to the site, will the site have perpetual ownership to the content uploaded?
- If they do have ownership rights, understand that they have the right to share your content with anyone and do anything with your content.
- Do your students meet the minimum age requirement to create an account on this site?
- By agreeing to the T&Cs, will the site have permission to share and/or sell your account information?

## 2. Seek Approval from Appropriate Parties



- Seek approval from your department head and principal's office. Be prepared to share how you will be using the site tied to your curriculum.
- Notify parents about the site and receive permission to have your students create a site account

## 3. Be Responsible



- Educate your students  
Share the Terms and Conditions for appropriate use of the site  
Model and share good digital citizenship  
Model and share how to develop a positive digital footprint



- Protect you and your students' identity  
Do not post any Personally Identifiable Information  
Social Security Number or even the last 4 digits  
Birthdate, Address, Phone Number
- Be aware of liability  
Are you willing to take personal responsibility for anything you or your students post on this site?  
Are you able to control or remove any inappropriate student postings?



- Think Before You Post  
If you feel angry or passionate, it's wise to delay posting until you are calm and clear headed.  
Search engines can turn up posts and pictures years after the publication date  
Comments can be forwarded or copied  
Archival systems save information even if you delete a post

## 4. Additional Help is On the Way



- The Education Group is working to have additional Social Media / Web 2.0 sites approved for KS-wide use
- Online registration documenting usage will be simple
- Heads of School are being delegated authority to approve individual use of sites not yet approved for everyone at KS
- The ITRTs will have information as new options are implemented