**Social Media Guidelines**

**Parent Permission Form for Student Participation**

Dear Parents:

To help our students continue to develop their reading, writing, collaborating and critical thinking skills, as well as cultivate our understanding of different people and cultures; our students are participating in using a variety of social media applications (Twitter, Facebook, Instagram, Snapchat and student blogs) via the Internet. I believe that an effective public education system is one that develops students who are globally aware, civically engaged, and capable of managing their lives and careers. When students are able to safely share their ideas with an audience broader than just our classroom, often they can discover their authentic voice and become even more motivated to learn, communicate and share their ideas effectively with others.

Often we hear negative stories in the mainstream media about the ways young people use the Internet and social media websites. One of the reasons we are participating in some collaborative social media projects this year is to help our students learn, through experiences, ways to safely use the Internet to share information and collaborate. I am personally writing to let you know what we are planning to do, and to obtain your permission for your child to participate.

Planned Activities:

It is my goal to provide students with rich and ample opportunities to use technology for important purposes in school, just as individuals do in the workplace and other real-life settings. Projects may be shared privately with other classes over the Internet and with parents, and also may be shared publicly on the Internet. To protect student privacy and ensure safety throughout all projects we will:

1. Only use student first names *if requested* in identifying student work and ideas on their personal blogs.

2. Only select a few student leaders to act as student-moderators for our class Facebook, Instagram, and Twitter accounts, under my direct supervision. I must approve all posts to these websites, prior to publishing.

*Consequences for inappropriate use of our classroom Facebook, Instagram or Twitter accounts, or for their own student blog, or a fellow classmates student blog, are outlined on Page 2 of this form.*

If you have questions about our projects please contact me at dgoble@ladueschools.net. I will be in contact with you to specifically share links to projects as we create them! Please complete, sign and return the bottom of this form to me as soon as possible. Thanks!

**Social Media--Acceptable Use Agreement Addendum**

*Social Media and Online Learning and Communication Terms and Conditions for Students*

\* This policy applies to district equipment only unless otherwise noted.

Online communication is critical to our students' learning of 21st Century skills and tools such as Facebook, Twitter and blogs can offer an authentic, real-world vehicle for student expression. As educators, our primary responsibility to students is their safety. The expectation is that all students and staff will follow these acceptable use guidelines.

· The use of any social media, blogs, podcasts, or other Web 2.0 tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0 tools. This includes, but is not limited to bullying, profanity, or racist, sexist or discriminatory remarks.

· Chat rooms, forums, message boards, blogs, instant messaging, streaming audio and/or video, music videos, and email are not allowed unless part of a class assignment with the direct supervision of the instructor.

· Students using blogs, podcasts, or other web tools are expected to act safely by keeping ALL personal information out of their posts. Students will not share private information about themselves or others such as names, addresses, or any information that could give their location or identity away.

· Students using such tools agree not to share their username or password with anyone besides their teachers and parents and treat blog spaces as classroom spaces.

· Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

· Students are personally responsible for the content they publish on blogs, wikis, or any other form of user-generated media. Be mindful that what you publish will be public for a long time—protect your privacy.

· Students will only post photos and videos that are school appropriate.

· Students will not harass or bully other students through blogs.

· Students need to tell an adult about inappropriate sites or content; work together to avoid inappropriate use.

· Students will use constructive/productive/purposeful criticism, supporting any idea, comment, or critique with evidence.

· Students will not view offensive material or view obscene or pornographic material. Students will not create hate mail, or make discriminating remarks while in the school district. This includes, but is not limited to, accessing web sites, newsgroups, or content that contains material that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, or other staff member.

· Students could be permitted by their teachers to use email, electronic chat rooms, instant messaging, social networking sites and other forms of direct electronic communications for educational purposes only. Upon teacher request, students will provide their usernames and passwords on social networking websites used in classroom instruction

· Be responsible and remember you are representing the Ladue School District.

***Consequences for Student Misuse***

Consequences for violation of Social Media Guidelines will follow the disciplinary policy of the Ladue School District.

\* Any violation of these rules by a student(s) will result in the loss of ALL in school - Broadcast Technology class - Internet related privileges for the remainder of the school semester, and will be subject for review for further disciplinary actions by the Ladue School District.

**Social Media, Online Learning, Communication Terms, and Conditions for Teachers and Students**

Teacher Responsibilities

The use of social media, blogs, podcasts, or other web 2.0 tools are considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0 tools.

· Teachers/staff will not communicate with school district students on a personal level by contacting on Twitter or adding students as friends to Facebook or through other electronic communication tools.

· Teachers/staff may create a professional social networking site for communications with students regarding classroom activities.

· Teachers/staff should not “friend” students until they have graduated from high school.

· Teachers/staff will provide guidance to students as they make use of telecommunications and electronic resources in the classroom.

· Teachers/staff will monitor all social media content on all social media tools used for school district purposes.

· Teachers/staff will provide alternate activities for students who do not have permission to use the Internet.

· Staff may not work on personal social networking sites during student contact time.

· Teachers/staff can permit students to use email, electronic chat rooms, instant messaging, social networking sites and other forms of direct electronic communications for educational purposes only.

Student Photographs and Student Work

· Student Photos/Videos/Student Work. Publishing student pictures, videos and work on websites promotes learning, collaboration and provides an opportunity to share the achievements of students. Images and products of K-12 students may be included on the website without identifying captions or names. Students whose parents have correctly filed directory data withholds may not have the specified information published. Individual students may exclude themselves from classroom shots if they wish to do so.

· No personal addresses, personal phone numbers, or other personal contact information of students is permitted on the Internet. No identifiable photographs are allowed to be published without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.

Contact:

*Don Goble*

*Ladue Horton Watkins H.S.*

*Broadcast Technology, Film & Multimedia Instructor*

*LHS-TV/LHS Films*

*St. Louis, MO*

*314-983-5765*

*Apple Distinguished Educator*

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Sign & Return to Don Goble at Ladue High School

**OR**

**Complete the Google Form that was emailed**

\_\_\_\_\_\_ YES, my child has my permission to participate in teacher-moderated, Internet-based social media projects this year. My child may share recordings on the Internet and participate in the planned collaborative activities outlined here.

\_\_\_\_\_\_ NO, my child does not have permission to participate in these activities.

Date:

Student Name: Student Signature:

Parent Name: Parent Signature: