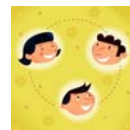


Teacher Guidelines for Using Online Social Networks (Facebook, Twitter, MySpace, Ning)



10 Tips for Maintaining a Facebook Account or Other Social Network:

1. Treat online communication as public and professional.
2. Create a professional classroom page, not a personal one. Make it more about your classroom and curriculum.
3. Use “Mr. Smith’s 8th Grade Math” for your title, NOT “Jean Johnston.”
4. Use school mascot or favorite image as your profile picture (not the one from your overnight fishing trip!)
5. Your web presence should be a digital representation of your class and curriculum, not all about you. Make your site your best work out there on the Internet.
6. Ask yourself: “Is there anyone out there whom I would not want to read this?” Post nothing you wouldn’t proudly display to principal, superintendent, community, or your grandmother!
7. Maintain personal boundaries just as you do in the classroom. Look over the **Privacy Settings** and control who can see your information. (At a minimum, educators should have all privacy settings set to “only friends”. Setting “Friends of friends” and “Networks and Friends” opens your content to a large group of unknown people.)
 - ▶ **Do NOT add your students as your Facebook friends!**
 - ▶ **Do NOT send “friend” requests to your students!!!**
 - ▶ **Don’t accept or decline “friend” requests – just “ignore” them**
 - ▶ **Do tell your students you’re ignoring friend requests and WHY – “This is a professional relationship.”**
8. Connect your school email with your professional page (It’s more professional, but also for your protection, as a backup to prove what you did or didn’t say)
9. Keep it public on your social network and in emails. (no hidden messages that can be passed along, edited, misunderstood)
10. Do not discuss students or coworkers or publicly criticize school policies or personnel.

10 Steps For Getting Started With New Technology In The Classroom:

1. Get proactive - Take steps to understand what has changed. (2010 is coming up – the technology is NOT going to slow down or stop evolving!)
2. Consider appropriate use (age, content, purpose – Is this the best tool for what you want to accomplish?)
3. Gain first hand experience.
4. Be realistic.
5. Ask your students.
6. Just the facts.
7. Assume everyone is going to see everything!
8. Nothing on the internet is private.
9. Use a professional name for professional purposes. An alias (i.e. gene67hockeyfan, or sammicheerleader2009 provides only minimal protection – 44% of teens only use one screen name.
10. Deleted does not mean gone (cache). You can't take it back!



10 Tips for Parent Communication Regarding Student Internet Use for Classroom Related Use

1. Be clear about why you're using this tool - Let them know how you will use these forums.
2. Along with your communication giving them the link to your site, include a copy of the school AUP and a permission slip to be signed for students to be able to interact online.
3. Maintain professionalism.
4. Define boundaries the same as what you are telling students (not accepting "friends," all posts "public" and related to class/curriculum)
5. Be clear about why you're using this tool.
6. Let them know how you will use these forums.
7. Maintain professionalism.
8. Define boundaries the same as what you are telling students (not accepting "friends," all posts "public" and related to class/curriculum).
9. Reassure them they can share concerns with you.
10. Promptly communicate with both the parents of the student involved and your supervisor at the first sign of any potential problem.

Tips for Cell Phone Interaction Between Teachers and Students

- Use a service. (Dial2Do, Textmarks)
- Set up groups.
- Include your principal/supervisor as part of the group that receives text messages.
- Include any parents in group who want to receive messages.



Questions? For more information, contact Lenawee ISD Educational Technology Consultant, Sue Summerford, email: sue.summerford@lisd.us; phone: 517-265-1605. See additional resources at <http://elenawee.pbwiki.com/SocialNetworking>