

Managing Digital contents

Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Below are guidelines that students should adhere to when using Web 2.0 tools in the classroom.

1. Be aware of what you post online. Social media venues including wikis, blogs, twitter, Facebook, Instagram and photo and video sharing sites that are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, parents, teachers, or a future employer to see.
2. Follow the school's code of conduct / behaviour policy, when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do not use other people's intellectual property without their permission. **It is a violation of copyright law to copy and paste other's thoughts.** When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
6. Be aware that pictures may also be protected under copyright laws..
7. How you represent yourself online is an extension of your personal image. Do not misrepresent yourself by using someone else's identity.
8. If you run across inappropriate material that makes you feel uncomfortable, or is



- not respectful, tell your teacher right away.
9. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.