

## Responsible Use & Social Media Guidelines

It is the understanding of Metropolitan School District of Warren Township that the use of computer networked services, email, and the Internet have become, if used appropriately, an integral part of an engaging, student-centered, and collaborative learning environment. It is understood that all of our computer networked services are provided exclusively for educational purposes.

MSD Warren Township filters all internet traffic it provides for the purpose of safeguarding staff and students from harmful content. Warren also provides supervision and education related to appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. However, it is still the responsibility of all students to make sure they comply with providing a safe and secure learning environment when using technology. MSD Warren Township encourages parents/guardians to supervise their child(ren) when using technologies from home.

The acronym C.L.E.A.R. highlight and condenses the key concepts contained in the “responsible use” section in Warren’s Technology Hardware Agreement.

### **CLEAR: Considerate, Legal & Ethical, Appropriate and Responsible**

**Considerate:** People in our community reflect a diverse set of customs, values, and points of view. Digital communication should be respectful, polite, and considerate of others.

**Legal & Ethical:** Respect copyright laws by copying media including text, music, and videos only with permission and by crediting and citing the source where the information was found. It is a good general practice to link to others’ work rather than reproduce it. Respect the privacy of others, ask permission before taking photographs, video or audio recordings. Illegally copied or downloaded software, files, pictures, music or games may not be used on MSD Warren computers.

**Appropriate:** School technology is used for educational purposes and only appropriate words and images may be used and viewed. If inappropriate material are viewed or received, it is the responsibility of the recipient to delete them.

**Responsible:** Ensure that care is taken with all hardware, software, shared resources (i.e. printers, scanners) and use of the school network, so as to prevent damage or misuse whether intentional or not; your actions should not inhibit the work of others. Personal information and passwords will be kept private.

*If you see someone not abiding by these CLEAR principles, report the abuse/misuse to a responsible adult.*

## Website and Social Media Guidelines

THINK before you act, because your virtual actions are real and permanent.

Guidelines
Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.
Follow the school's code of conduct when writing online. It is acceptable to disagree with other'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.
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not SHARE your password with anyone besides your teachers and parents.
Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.
Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.