



# ILLINI BLUFFS SCHOOL DISTRICT #327

## *HOME OF THE TIGERS*

### **District Website and Social Media Policy and Guidelines**

Illini Bluffs CUSD #327 utilizes various social media applications and our websites to share news and information. The following policy and information applies to all official District websites and social media accounts. We encourage participation and comments from all stakeholders including students; however, comments should always remain respectful. Our official district social media accounts are not intended to circumvent regular communication changes for sharing personal issues and concerns.

Illini Bluffs CUSD #327 reserves the right to remove any posting, including but not limited to the following:

- Profane, vulgar, abusive or obscene comments.
- Hateful, racist or defamatory comments.
- Personal attacks on students or staff members.
- Fraudulent or misleading comments.
- Advertisements or solicitations.
- Comments that are not related to the post.

The District reserves the right to remove members who post material that falls into the categories listed above, and such actions could result in disciplinary action. Please be aware that your comments are public and may be used by other individuals and entities, including the news media. Below are general guidelines all students should adhere to:

- Be aware of what you post online. Websites 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 birthdates, 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.
- 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 run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.

#### **Website and Social Media Guidelines**

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