



## Social Media Guidelines for Students

Be aware of what you post online. Social media venues including wikis, blogs, photo and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, enemies, parents, teachers, or a future employer to see.

Observe the College rules as specified in the student planner 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.

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 the entire article 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. 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.

Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or 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.

Blog and wiki posts should be well written. Follow writing conventions including correct grammar, capitalisation, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.

If you encounter inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher immediately.

Students who do not abide by these guidelines may lose their opportunity to access online tools at the College.