

Palmetto Scholars Academy

Social Media Guidelines for Students

Purpose: Set forth guidelines for participation in the PSA Families and Teachers Facebook group that promote civility and collaboration, and protect the children of the community.

Online Conduct

1. Follow [PSA's Code of Conduct](#) when engaged in online activities.
2. Be safe online. **Never** give out personal information, including, but not limited to, last names, phone numbers, addresses, and exact birthdates, and pictures.
3. Be secure online. Do not share your password with anyone other than your parents.
4. Be mindful 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 even a future employer to see. (Yes, it will be available online for THAT long.)
5. Always be respectful of others when engaging in on-line activities. Content should meet the standard of personal interaction. Do not post something on-line if you would not be comfortable communicating the same message or idea in person.
6. Disagreement with an idea or opinion should be framed in constructive rather than hurtful terms. If you choose to state your disagreement with an idea or opinion, communicate your position in a respectful way. What is inappropriate in the classroom is also inappropriate online.
7. Do not mention fellow students by name. Unless an individual is engaged in the present discourse, do not specifically identify them online. Do not misrepresent yourself by using someone else's identity. (I think there are some laws that are being written about this – probably should look up...)
8. Notify a trusted adult if you run across inappropriate material. If you identify content that makes you feel uncomfortable, inform a trusted adult. Examples include disrespectful comments about others or others' ideas, and disparaging remarks that personally attack another individual.

Online Conduct

1. Validate sources. Be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
2. Educate yourself about Copyright¹ laws including Fair Use² and Creative Commons Attribution³. Ensure that you understand when permission must be granted for use of material (including but not limited to photographs, soundtracks, and scholarly work).
3. Cite your sources⁴. When incorporating information into your own work from another source, document the attribution in an accepted format. It is good practice to hyperlink to your sources.
4. Use the appropriate style in the appropriate forum. While comments on a friend's Facebook page may be filled with slang and shortened words; blog and wiki posts should 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.

¹ <http://scholarlycommunications.wustl.edu/copyright/general.html>

² <http://www.sc.edu/beaufort/library/pages/liblink/fairuse.shtml>

³ <http://www.copyright.gov/help/faq/faq-protect.html>

⁴ How to cite internet sources in MLA format see: <http://owl.english.purdue.edu/owl/resource/747/08/>