



## Student Guidelines for Use of Electronic/Social Media

Social media can be a great tool to keep up with news, events and information in your community. North Kansas City Schools encourages students to use electronic media as responsible digital citizens and learners.

*All student social media accounts (e.g., Facebook, Twitter, etc.) will be **personal** accounts. School related pages should be created by district personnel, such as an activities sponsor, coach, teacher or administrator.*

- Be aware of what you post online. 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 or a future employer to see.
- Follow your school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, make sure to do it in a respectful way. Criticism should be 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, birth dates, and pictures. Do not share your password with anyone.
- Linking to other reputable websites to support your thoughts and ideas is good practice. 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. 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.
- Pictures may also be protected under copyright laws. Verify you have permission to use an image before including it.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Posts on any social media platform 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 encounter inappropriate material that makes you feel uncomfortable, or is not respectful, tell a parent or teacher right away.

Students who do not abide by these terms and conditions may lose their opportunity to take part in projects that utilize online tools and/or access to future use of district technology. Please reference the district's Technology Usage Policy online at:

<https://www.nkcschools.org/cms/lib/MO49000025/Centricity/Domain/4/Technology Usage.pdf>

Also, please refer to the Board policy regarding Student Discipline addressing the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

<https://www.nkcschools.org/cms/lib/MO49000025/Centricity/Domain/4/Student Discipline Policy.pdf>