# HAWTHORN SCHOOL
# SOCIAL MEDIA ACCESS AGREEMENT

Social media is defined as an Internet-based community where members post information and media pertaining to themselves and have the opportunity to find and interact with other members, particularly those with shared real-life interests or experiences.

Social media and electronic communication encompass software, applications, including those running on mobile devices, email and websites, which enable users to interact, create and exchange information online. Examples include, but are not limited to, sites such as Facebook, Twitter, Flickr, YouTube, Wikipedia, Picasa, Snapchat.

Social media is very popular with people of all ages and has become a virtual meeting place for students and school staff. Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone.

## GUIDELINES

Students of Hawthorn School (the "School") should adhere to the following guidelines when using social media and/or online tools:

- Be aware what you post online. Social media venues are very public. What you contribute leaves a digital footprint; therefore do not post anything that you would not want friends, parents, teachers or a future employer to see.

- Follow the School Code of Conduct as outlined in the Student Handbook, when writing online. It is acceptable to disagree with someone else's opinion; 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, telephone numbers, addresses, exact birth dates, credit card numbers 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. Read the entire article prior to linking to ensure that all information is appropriate to a school setting.

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- However, be careful what you link and repost to. Do not repost, reblog, retweet or reproduce content on your social media profile without first reading it. The School's policies regarding malicious, defamatory or infringing content may apply to your posts and what you hyperlink to as well. When using a hyperlink, be sure that the content is appropriate and adheres to the School's Acceptable Use of Technology Policy.

- Do your own work. Do not plagiarize. Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's work. This includes blogs, videos, pictures, music performances, among other works. When paraphrasing another's idea(s) be sure to cite your source with the URL. Follow the School's Code of Conduct and academic honesty policies. The School has a separate Copyright Policy* for using copyrighted materials. Read and follow this, and other School policies carefully.

- 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 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.

- You should not respond to any messages that make you feel uncomfortable or are threatening or intimidating.

- Consider reporting inappropriate conduct by anyone towards you to your teachers and parents/guardians.

- Think before posting content online. Online content is not deleted permanently. Do not post anything online you would not want your future employer to see.

## Copyright

- Do not assume that content available online is in the public domain, or free for you to use. Respect copyright and other intellectual property laws and the works of others. The School has a separate Copyright Policy* for using copyrighted materials. Wherever possible,

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use materials that are available in the public domain and clearly marked as such (for instance, with the appropriate Creative Commons licenses: https://creativecommons.org/).

• Wherever possible, cite and link all your work. However, be careful that the content you are linking to is not malicious, discriminatory or against School policies or laws in any way.

• Software and resources downloaded must only be used under the terms and conditions specified by the creator or owner of the resource. If you are unsure, check with the School's administration. You must follow the School's Acceptable Use of Technology Policy when using software on the School Network and Technology, **or on School premises.**

• Consider posting your own works online under a Creative Commons license, or clearly state online that you do not want anyone else to use your work without permission.

**Profiles, Identity and Privacy**

• Posting messages and attributing them to another user or otherwise misrepresenting one's identity online is unacceptable.

• Do not share passwords or accounts with others and make all efforts to protect this information from unauthorized users.

• Your personal information, including last name, address or phone numbers should not appear on blogs or wikis.

• When uploading digital pictures or avatars that represent yourself, make sure you select an appropriate image.

• Adhere to the School's Acceptable Use of Technology Policy, Copyright Policy* and other applicable policies.

• Do not share the School's or anyone else's confidential information online (such as their names, physical and online addresses, telephone or contact information, test results or grades).

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## Social Bookmarking

•       Be aware that others can view the sites that you bookmark.

•       Be aware of words to tag or describe the bookmark and of URL shortening services. Verify the landing to which they point before submitting a link as a bookmark. It would be best to utilize the original URL when naming a bookmark.

•       Attempt to link directly to a page or resource, if possible, as you do not control what appears on landing pages in the future.

•       Be careful when hyperlinking to another page. You must follow the School's Acceptable Use of Technology Policy and Copyright Policy* when doing so. Do not hyperlink to any content that would be considered unacceptable under these policies (such as copyright infringing material, or inappropriate websites/images/videos).

## Privacy Settings and Content

•       Set and maintain strict privacy settings by choosing settings that limit what others can do.

•       Ensure that the privacy settings for content and photos are appropriately set and monitor who is able to post to any of your social media locations.

•       Monitor regularly all content you or others post on your social media accounts and remove anything that is inappropriate.

•       Ask others to remove any undesirable content related to you.

•       Do not "troll" other people or organizations online. Respect the brand protection and copyright policies of every website/organization/brand you interact with.

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**Be a Responsible Digital Citizen**

• Consider whether any posting may reflect poorly on you, your friends or the School.

• Do not post, publish or display any defamatory, abusive, obscene, threatening, intimidating, racially offensive, homophobic, sexist material.

• Alert school staff if you see other students being threatened, intimidated or bullied online.

• Be transparent and authentic. Do not "catfish" any person or organization for any reason, or encourage others to do so.

• Similarly, be cautious when interacting with others online. If an online interaction makes you uncomfortable or is inappropriate, do not hesitate to tell your teachers and parents/guardians immediately.

• Avoid impulsive, inappropriate or heated comments.

• Respect the privacy and confidentiality of personal information regarding other members of the School community.

**Acceptable Use Guidelines**

• Use of the School Network and Technology is a privilege, not a right.

• Failure to comply with the School's Acceptable Use of Technology Policy will result in loss of computer privileges and/or other consequences under the Code of Conduct.

• Any malicious attempt to harm or destroy data of any person, computer or network will result in appropriate disciplinary action.

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I understand appropriate social media use and the potential consequences for inappropriate usage.

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Student Signature


I have reviewed this agreement with my child and will make sure that she is using social media responsibly.

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Parent Signature