

**ADMINISTRATIVE PROCEDURE**

**INSTRUCTION**

**Websites, Blogs and other Web 2.0 Technologies**

District 709's educational program will seek to provide an opportunity for each student to develop to his or her maximum potential. To help each student develop to their maximum potential, the district encourages teachers to use best practices in instruction.

Web 2.0 technologies are the second generation of web development and design that facilitates communication, collaboration and information sharing between parties. Some examples of Web 2.0 technologies, but not an exhaustive list, would be wiki's, blogs, social networking sites, and video sharing sites. Web 2.0 technologies can be a part of this best practice so the district seeks for its staff to use these technologies in a responsible manner.

When implementing Web 2.0 technologies into the classroom, student safety is extremely important. To maintain student safety, the following rules should be followed:

**Kindergarten through 6<sup>th</sup> Grade**

- Any Web 2.0 technologies that require students to interact with each other should be set up in an environment that:
  - Doesn't allow anonymous participants.
  - Is restricted to students and staff in District 709.
  - Participation is limited to those approved by the instructor.
- Any Web 2.0 technology that will require students to interact with participants outside the district should be approved by the building administration prior to using.

**7<sup>th</sup> Grade through 12<sup>th</sup> Grade**

- Prior to using Web 2.0 technologies in the classroom, students must be given the guidelines for safe, effective use of the technology and demonstrate an understanding of those guidelines.
- Parents must be notified in advance of any assignments using Web 2.0 technology and given the opportunity to ask the teacher questions.

**Web 2.0 Technology Guidelines**

- The use of Web 2.0 technologies are considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is inappropriate on a blog. This includes, but is not limited to, profanity; racist, sexist or discriminatory remarks; personal attacks.
- Web 2.0 technologies are used primarily as learning tools, either as extensions of conversations and thinking outside of regular class time, or as the basis for beginning new classroom discussions. Either way, follow all rules and suggestions that are offered by your teachers regarding appropriate posting in your class.
- Web 2.0 technologies are about the sharing of ideas – therefore, agree or disagree with the idea, not the person. Freedom of speech does not give you the right to be uncivil. Use constructive criticism and use evidence to support your position. Read others’ posts carefully – often in the heat of the moment you may think that a person is saying one thing, when really they are not.
- Try not to generalize. Sentences that start with words like “All” (e.g., “All teachers,” “All administrators,” “All liberals,” “All conservatives”) are typically going to be too general.
- Web 2.0 technologies are public. Whatever you post online can be seen by anyone and everyone on the Internet. Even if you delete a post or comment, it has often already been archived elsewhere on the web. Do not post anything that you wouldn’t want your parents, your best friend, your worst enemy, or a future employer to read.
- Use Web 2.0 technologies safely. NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, or photographs). (Note: The advice to not use your last name is for your protection. Teachers may choose to use their last names for their posts/comments.) Do not, under any circumstances, agree to meet someone you have met over the Internet.
- Linking to web sites to support your argument is an excellent idea. But never link to something without reading the entire article to make sure it is appropriate for a school setting.
- Use of quotations when posting material online is acceptable. Make sure that you follow the proper formatting and cite the source of the quote.
- Pictures can enhance your ideas. Make sure that the image is appropriate for use in a school document and copyright laws are followed. Do not post any images that can identify yourself or others.

**Successful Use of Web 2.0 technologies**

The following are some traits to successfully communicate ideas online:

- Their posts (or comments) are well written. This includes not only good content, but – because these are school-related blogs – also follows writing conventions including spelling, grammar and punctuation.
- Their posts (or comments) are responsive. They respond to other people’s ideas – whether it is a post by a teacher, a comment by a student, or an idea elsewhere on the Internet. The power of blogs is in their connectedness – they are connected to a larger community of ideas. Participate in that community.
- Their posts (or comments) include textual references to support their opinions. Adding quotes or links to other works strengthens their response.
- They participate frequently. To be part of the dialogue, you have to participate fully and consistently.
- They are respectful of others. It’s okay to disagree; it’s not okay to be disagreeable. Be respectful of others and their opinions, and be civil when you disagree.
- Postings should be current. Outdated or inaccurate material should either be removed or updated.

**Adopted: May 8, 2014**