

## Website & Social Media Guidelines

***Think before you act because your virtual actions are real and permanent!***

Be aware of what you post online. Website and social media venues 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, future colleges or employers to see. Please read this together and initial that you understand.

Student Initial	Digital Citizenship Guidelines	Parent Initial
	Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, parents, teachers, future colleges or employers to see.	
	Follow the school Code of Conduct when writing online. It is acceptable to disagree with other'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 birth dates and pictures. Do not share your password with anyone.	
	Be sure to read and review any websites to ensure all information is appropriate for a school setting.	
	Do your own work. Do not use other people's intellectual property without 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.	
	Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that 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.	
	Online work should be well written. Follow writing conventions including proper grammar, capitalization and punctuation.	
	If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.	

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STUDENT NAME

\_\_\_\_\_  
PARENT NAME

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
MIDDLE SCHOOL

**Please return this form to:**  
**Niskayuna Central School District**  
**Office of Instruction**  
**1239 Van Antwerp Road**  
**Niskayuna, NY 12309**