



Midlothian ISD Web 2.0 Staff Guidelines

Teachers, administrators, librarians, or counselors may create online communication tools for use in class activities or to provide a resource for other teachers or staff members in the District.

- Teachers will be responsible for maintaining their class or educational online communication tools.
- Teachers' online communication pages must reflect positively upon the district and department or school.
- Non-school related personal web pages must not be linked in any way to the MISD's school web pages or to those used with students.
- All web pages should reflect instructional goals; this means that all staff and student web pages must clearly demonstrate the connections to educational projects, activities or goals.
- Use MISD webpage guidelines when associating student names and pictures.
 - *MISD webpage guidelines (Acceptable Use Policy):* K-5th grade students' work and photo may be posted and identified using first name and last initial only. Students 6th -12th student's work and photographs may be posted with full name identification. No other personal information about a student is allowed, such as e-mail address, home number, or home address.
- Teach students to use "screen names" that are anonymous and cannot be traced to a specific location.
- Student Web pages must include the following notice: *"This is a student web page. Opinions expressed on this page shall not be attributed to Midlothian ISD."*
- Teachers may create student email accounts on district approved sites.
- If a teacher establishes a web-based social networking site for student use, it should be a restricted access site.
- Teachers that create web learning environments should monitor their students' activities to ensure compliance with the student Acceptable Use Policy (AUP) as published in the Code of Conduct.
- If students will be interacting with web learning tools in any way, the teacher must first refer to the district FERPA and Acceptable Use Policy (AUP) forms for verification of student and/or parent signatures.