



Checklist for Setting up an Individual User (Teacher) Social Media Site

- Authorization must be obtained from the building administrator (or designee) when creating social networks for classroom use and make sure parents are aware of the use and educational purpose.
- Provide letter to parents to make them aware of existing policy
- Use district contact information (email, address, phone, etc.) for creating and maintaining accounts.
- Link back to school and district web sites
- All school and district sponsored social media should include the following disclaimer (if allowable by social media site):
- “ We encourage users to interact with articles, blogs, reviews and multimedia features. District 33 schools do not accept responsibility or association with fans, followers, and or equivalent. User reviews and comments that include profanity, personal attacks, inappropriate comments or material, or violate our social media guidelines will be removed from the site. Additionally, entries that are unsigned or contain "signatures" by someone other than the actual author will be removed. Finally, we will take steps to block users who violate any policies governing this site.”
- All postings of student work, photos, names, and videos must comply with the District 33 Media Release Policy (Policy #7:340-AP1-E2).
- Review D33 Social Media Guidelines and Procedures to ensure your page is in compliance.
- Please contact Tech Department when checklist is complete to link your site to your school’s website