School Blog Guidelines

Privacy and Security

- School blogs can be accessed by the general public. No username and password is required to view the contents of the blogs. They can be accessed via links on the school website (which is also accessible to the general public) or via their web address (ie http://smlpsblc.edublogs.org/).   They will not however, be indexed on search engines such as Google.
- Staff and students who add content to the school blogs will log on using their assigned username and password. This ensures that content is only added by registered users of each blog.
- Students will only be identified by their first name in any written content. Where there are multiple students with the same name, the first letter(s) of their surname may be used.
- Photos, videos or audio recordings of students will only be uploaded to school blogs where permission to appear on websites has been granted on the student's enrolment form.
- To enhance the display of videos of school blogs, videos may initially be uploaded to a safe, educational video sharing site such as Schooltube. The general public will also have access to these videos on the relevant video sharing site.

Administration and Quality Control

- Staff contributions to school blogs will be reviewed by a leader before they are published.
- Student contributions to school blogs will be reviewed by their teacher before they are published. Student contributions should either be a final edited copy or clearly marked as a draft.
- When adding content, staff and students will take care to ensure that spelling and grammar are correct.
- Staff and students will ensure that their blog does not contain inappropriate or offensive content or links to other websites containing such content.
- All comments will be approved by the teacher before they are published.
- Blog content will be positive, constructive, informative, educational, entertaining and reflective. Negative content and corrective comments will not be published.

Netiquette

- Students will communicate respectfully and fairly when writing posts or comments.
- Students will not use texting language such as that used in SMS messages, instant messaging and social networking sites.
- Students may use emoticons (smiley faces, love hearts etc) as long as they are not offensive.
- Students will not type comments or messages in UPPERCASE as this represents 'yelling'.

Cyber Safety

- Students will not publish personal details about themselves or other students. This includes last names, addresses, birthdays and telephone numbers.
- Students will not use blogs as a social networking tool, either with other students or outside parties.
- Students will not engage in any form of cyber-bullying and will report any suspicious behaviour to staff.
- Students will be continually educated on cyber safety issues by school staff.