

Rose Tree Media School District Twitter Guidelines for Classroom Use

Twitter can be a highly effective communication tool to our parents on a frequent basis and a simple tool for teachers to use from an iPad. You decide the frequency. The tweets can be composed of just text about the day, classroom events, posting of homework, or the projects students are creating. A picture(s) can also accompany the text, if you wish.

To ensure the safety of our teachers and all of our students, you must follow the recommendations listed below.

Pictures:

When posting pictures of students, do NOT identify students by name, unless there is a special award or circumstance. Then, and only then, please follow the guidelines already established for our web pages by using **first name only**.

Timing of Tweets:

Be mindful of when you are tweeting. Especially if you are on a field trip, do NOT tweet during the trip, since the location of the trip, if identified, could cause a safety issue for our students. You can tweet the information and post pictures upon return to school. Do not use instructional time to tweet, unless students are working independently and do not need your supervision.

Settings:

Go to your account settings on the web version, not the app (www.twitter.com)
Go through each item on the left navigation pane and mark settings according to your preferences

Go to Security and Privacy

- Under Privacy, check “Do not allow anyone to tag me in photos”
- Do not check “Protect my Tweets” because it will not allow your tweets to show on your web page (Twitter feed on your web page allows parents who do not have a Twitter account to see what you are tweeting)
- Do not check “Add a location to my tweets”
- Do not check “Receive direct messages from anyone”
- Other settings on that page are your personal choice
- SAVE CHANGES

Recommendations:

- If you have not already done so, please send an email home to your parents announcing that they can follow you on Twitter if they have an account, and if they do not have an account, they can follow your Twitter feed on your web page.
 - If you have not done so and would like to embed your Twitter feed on your web page, contact Evan (see below)
 - See sample email to parents below
- Also let parents know that they have the option of “photo refusal” on web-based applications. This will include your web page, as well as Twitter, since both are for public consumption.
- Do NOT “follow” parents on your professional account. This is a one-way communication tool from you to them.

- You should always check who is “following” you. If there is anyone you do not recognize or seems out of context, you can always “block” them from your account on the settings page.

If you do not have a Twitter account and would like to establish one to setup for your classroom news, or if you need help embedding the Twitter feed on your web page, please contact Evan O’Neill at extension 6014 or coneill01@rtmsd.org

Sample email to parents re: Twitter

Dear Parent or Guardian,

I would like to introduce you to our *class/school* Twitter feed @_____

Twitter is a growing form of social media. I feel it is important to let you know how we intend to use it in the *classroom/school*. The feed has been created to grant students, parents, and the community a perspective inside our classroom.

The technology of Twitter enables me to very quickly post information and happenings on my district webpage with an “embedded feed,” and to not take valuable instructional time to do this. This is not intended to be a formal way to communicate with parents, but a fun way to update *my/our* site with the goings-on of the *classroom/school*. Parents, with a Twitter account, may wish to “follow” our feed to get immediate updates, but a Twitter account is not required to view the feed on *my/our* web page.

Things you may see on *my/our* website’s Twitter feed:

- Assignments
- Important / interesting links
- Pictures of students engaged in class activities
 - No student names will be associated with these pictures

Our *classroom/school* account will work as a great conversation-starter to further our students’ understanding of their own “Internet presence.” Similar to a “drivers’ ed” course, we look to teach and demonstrate proper and positive strategies to navigate the Internet. This early education in social media is a great way to protect our student’s thinking and future behavior.

Many students and families enjoy this unique perspective inside the classroom, but are wary of the pitfalls that come with the use of social media. These concerns are understandable and appreciated. If you do not wish your student to be photographed please send an email to me and to our principal to have your child placed on the “do not photograph” list.

Our Twitter feed is compliant with the District’s Twitter Guidelines for Classroom Use. If you have any questions you may contact me - I may refer you to RTM’s Technology Department.

Sincerely,