

Classroom Blogging Guidelines, ELANCO

1. Students and teachers in grades K-12 have the opportunity to use Edublogs sites to write posts, comment on others' work, and develop digital portfolios of student learning.
2. Edublogs terms of use and privacy policies can be found via the main Elanco IT Resources site here: <http://blog.elanco.org/elanco-it-resources> Teachers should read and become familiarized with these terms before students begin blogging. Parents agreed to allow students to use Edublogs when they signed and returned the educational websites permission form in the fall/at registration.
3. Teacher guidelines for use:
 - Student accounts will be managed by Elanco Edublogs super admin. Please contact Lynmarie or Tim to arrange student and class blog creation.
 - Students should be identified by first name only.
 - All blogging activities should be focused on learning objectives, determined by the ELANCO curriculum. Consider connecting your students with an authentic, global audience to enhance the blogging experience.
 - Teachers will introduce and consistently review with the class appropriate online etiquette for posting and commenting on blogs.
 - Teachers will help students learn and adhere to the student blogging guidelines found below.
 - Teachers are responsible for reading and monitoring students' posts, comments, and providing constructive feedback.

Student Blogging Guidelines

These blogging guidelines will help guide your participation as a student blogger at Elanco. Use the questions in *italics* to help you decide what is appropriate to post on your blog.

- 1. Only post things that you would want everyone (in school, at home, in other countries) to know.** *Ask yourself: Is this something I want everyone to see?*
- 2. Do not share private information.** *Ask yourself: Could someone find me (in real life) based on this information?*
- 3. Think before you post.** *Ask yourself: What could be the consequences of this post?*
- 4. Know who you're communicating with.** *Ask yourself: Who is going to look at this, and how are they going to interpret my words?*

5. Consider your audience and that you're representing Eastern Lancaster County School District, as well as yourself. *Ask yourself: Do I have a good reason/purpose to do this?*

6. Know how to give constructive feedback. *Ask yourself: How might others react and feel when they read what I've written?*

7. Treat other people the way you want to be treated. *Ask yourself: Would I want someone to say this to me?*

8. Use appropriate language and proper grammar and spelling. *Ask yourself: Would this post share my best writing efforts?*

9. Only post information that you can verify is true (no gossiping). *Ask yourself: Is what I've written inappropriate, immature or bullying? If so, don't post!*

10. Anytime you use media from another source, be sure to properly cite the creator of the original work. *Ask yourself: Who is the original creator of this work? How is he asking that I credit him?* Follow licensing for all works used.

Commenting Guidelines As a blogger, you will be commenting on other people's work regularly. Good comments:

- are constructive, but not hurtful
- consider the author and the purpose of the post
- are always related to the content of the post
- include personal connections to what the author wrote
- answer a question, or add meaningful information to the content topic
- follow the writing process; comments are a published piece of writing

(adapted from Kim Confino/ISB School student blogging guidelines: <http://mscofino.edublogs.org/2008/12/05/blogging-is-elementary/>)