Students should manage their reputation online by posting responsibly. Boaz City Schools works to provide all students with access to an education that prepares them to succeed in college and careers. Part of being a successful citizen is being responsible for digital communication. Although, it is important to recognize that access to information can result in tremendous advantages, it can also create new responsibilities of which students should be aware.

Digital Communication and Social Media Expectations for Students:

1. Students should manage their reputation online by posting responsibly.
    1. Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, parents, teachers, or a future employer to see.
    2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
    3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
    4. Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
    5. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
    6. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
    7. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
    8. All students' emails are scanned by Boaz City Schools' filters. If an email contains inappropriate or questionable language, videos, or pictures, threats of cyberbullying, or any other inappropriate content, disciplinary action and/or parental involvement will take place.
    9. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

Cyberbullying will be taken seriously. Sending offensive texts or emails, posting statements that are not true, creating rumors of someone else, or circulating embarrassing or offensive photos of a classmate constitute cyberbullying. If a student is being cyberbullied or know someone that is, the action should be reported to a parent, school staff member, or another trusted adult. Avoid responding to, retaliating to, or forwarding any harassing, intimidating, or bullying content.

Remove, "defriend," and block people that send inappropriate content. Students should manage their reputation online by posting responsibly.