C common sense education®

Keep Your Students (and Yourself) Safe on Social Media: **A Checklist**



Best Privacy Practices for Teachers

Social media can be a great tool for modeling digital citizenship. It can also be a vital tool for community building. However, it's important to protect personal information (both yours and your students') everywhere online. Use this list of tips to do a checkup on your social media privacy practices.



Know and Apply Your School's Policies

Locate and review the social media guidelines for your school, district, or organization.

If such guidelines don't exist, work with administrators and tech specialists to set them up.



Share and discuss your social media guidelines with students.



Use detailed consent/opt-out forms for parents and caregivers.



Keep a private list of students whose parents or caregivers haven't given consent.

Tune Up and Protect Devices and Accounts

Strongly consider separate accounts for personal and professional use.

Audit the privacy and security settings on your social media accounts.

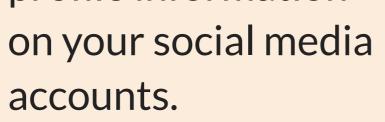
Learn about the social media platforms your students use, even if you're not using them at school.



Revise your bio and profile information



Create a digital file naming convention that doesn't use first or last names.



Get photo-editing tools on your devices to easily edit out sensitive information.

Regularly review the sharing settings for your digital files and folders.



Consider archiving or deleting your social media content regularly.

Ignore comments and direct or private messages asking for personal information on social media platforms, even from someone you know.

Before You Post: Things to Look Out For

Review posts and media for personally identifiable information before sharing. Things you can't or might not want to share include:

Names, addresses, birthdates, phone numbers, and Social Security numbers.





Grades, assessments, or any part of a student's academic record.







Students' faces.



Handwriting.

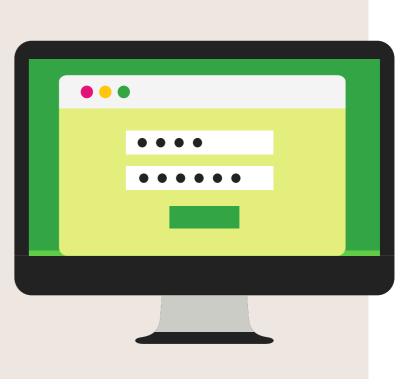
Names on jerseys, desks, and name tags. School and district names on t-shirts, posters, and buses.

Promotional or marketing messages for products that include your students.

Practice in a Safe, **Classroom-Only Space**



Consider using a classroomonly technology, such as a learning management system or messaging app, to share information safely and practice digital citizenship.



Get Families Involved

Encourage families to follow your school's social media guidelines when they visit campus, or when they post or comment on school-related social media pages.



Host a family night focused on using social media and devices responsibly at school and home.

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