Social media can be a great classroom tool for modeling what good digital citizenship looks like. Check out this handy list of do's and don'ts for protecting your students' privacy while teaching them responsible, creative, and critical media use:

### Do's and Don'ts for Teachers

#### Protecting Student Privacy on Social Media

**DO:** Use a classroom-only tool such as an LMS to share safely, and build your classroom's digital citizenship skills.

**DO:** Consider creating a separate account for professional use.

**DO:** Review the privacy settings on any personal social media accounts.

**DO:** Get photo-editing tools for your phone or tablet to edit out sensitive information.

**DON'T:** Display sensitive student or class information on walls, whiteboards, etc.

**DON'T:** Share students' faces or names without explicit parental consent.

**DON'T:** Use students' names when naming files.

**DON'T:** Publicly share grades, assessments, or any part of a student's educational record.

**DON'T:** Forget that handwriting is personally identifiable information.

#### Establish Transparent Policies

- **DO:** Locate and review your school or district's social media guidelines.
- **DO:** Use parental consent/opt-out forms.
- **DON'T:** Start using social media in your classroom without guidelines in place.

#### Gear Up and Set Up

- **DO:** Consider creating a separate account for professional use.
- **DO:** Explain to students how you'll be using social media.
- **DO:** Take an inventory of the sharing settings for your digital files and folders.
- **DON'T:** Display sensitive student or class information on walls, whiteboards, etc.

#### Protect Confidential Information

- **DO:** Be mindful of social posts that feature or promote an educational product.
- **DO:** Look out for name tags and jerseys.
- **DON'T:** Share students' faces or names without explicit parental consent.
- **DON'T:** Use students' names when naming files.
- **DON'T:** Publicly share grades, assessments, or any part of a student's educational record.
- **DON'T:** Forget that handwriting is personally identifiable information.

#### Not Quite Ready to Go Public?

- **DO:** Use a classroom-only tool such as an LMS to share safely, and build your classroom's digital citizenship skills.

Visit www.commonsense.org for more resources and guidelines on digital citizenship.