Know and Apply Your School’s Policies

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

**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.

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

Keep a private list of students whose parents or caregivers haven’t provided consent.

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, assessments, or any part of a student’s academic record.
  - Social media content.
  - Student IDs or learner IDs.
  - Names, addresses, phones, email addresses, and account logins.
  - Photos or videos of students.
  - Grades, assessments, or any part of a student’s academic record.
  - Local points of interest.
  - Names, addresses, birthdates, phone numbers, and Social Security numbers.
  - Promotional or marketing messages for products that include your students.
  - Regularly review the sharing settings for your digital files and folders.

Tune Up and Protect Devices and Accounts

- Choose a classroom-only technology, such as a learning management system or messaging app, to share information 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.

Handwriting.

- Students’ faces.

- Names on jerseys, desks, and name tags.

- School and district names on t-shirts, posters, and buses.

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

Practice in a Safe, Classroom-Only Space

- Turn off location data for photos on your mobile devices.

- Consider archiving or deleting your social media content regularly.

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

- Learn about the social media platforms your students use, even if you’re not using them on your school social media pages.

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