

# 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.
- ✓ 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.
- ✓ Turn off location data for photos on your mobile devices.
- ✓ 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.
- ✓ Local points of interest.
- ✓ 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.



### 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.



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

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

