

## Suggested Teacher Guidelines for Blogging

1. All technology use in the Lee's Summit School District should follow Board Policy including the Acceptable Use Policy. Link:  
<http://www.leesummit.k12.mo.us/boe/boardpolicies.htm>
2. Teachers should only permit moderated posts and/or comments to the blog. This is a settings feature in most blog sites. An ITS in the district can help you set this up correctly. Contact information: <http://its.leesummit.k12.mo.us/contact.htm>
3. Teachers should not permit anonymous posts to the blog. Contact an ITS for more information on how to set this up correctly as it depends on the blogging tool you are using.
4. Teacher bloggers will not use their blogs to:
  - a. Conduct or promote outside business or social activities
  - b. Promote or advertise for commercial products unrelated or related to instruction
  - c. Defame or cause defamation of the character of any individual, organization or institution
5. Teachers should never give out any personal information about students such as:
  - a. first name (Depending upon the age level of students, some teachers may want to assign "pen names" to students when they post online.)
  - b. last name
  - c. telephone number
  - d. address
  - e. e-mail address
6. Make sure you have parent/guardian permission to post student pictures and/or student work to the internet. See permission form links - [http://its.leesummit.k12.mo.us/instructional\\_technology.htm](http://its.leesummit.k12.mo.us/instructional_technology.htm)
7. The blog should be educationally oriented.
8. Use good professional judgment with regard to content and comments on the blog.
9. Always make sure you check over posts for spelling, grammar and word use errors. Paste posts in a word processor and run spell check, or download a spell checker from your browser.
10. Link to your sources – Remember, you are modeling for the students.

Find additional information on blogging at  
<http://its.leesummit.k12.mo.us/digitalmedia.htm#Blogging>