Roadmap to Social Media Guidelines

A collaboration for CoETaIL between Steve W., Stephen R., and Valerie K.

1. **Examine the culture in your school**
   a. Interviews with stakeholders (as appropriate): Teachers, Students, Admin, Parents, School governance body, child protection officer
   b. Survey a sample of the same
   c. Summarize findings and share back to community for feedback

2. **Organize a Team**
   a. Who are the appropriate people to work with in drafting guidelines?
      i. EdTech team
      ii. Teachers
      iii. Student Council
      iv. Administration
   b. Establish meeting times and protocol, timeline, nature of final report (to whom? What do we mean by guidelines? Define terms of engagement for the team)

3. **Research what already exists**
   a. Search within your school
   b. Research what other schools, industry are doing

4. **Draft document and seek feedback**
   a. Who are the stakeholders who should give feedback?
   b. What is the nature of the document which is required?
   c. Review and redraft until an accepted version is complete that meets the standards of the stakeholders.

5. **Clear with appropriate legal teams, board, admin, child protection**

6. **Roll-out to the community**
   a. Post on school website
   b. Parent meetings
   c. Teacher training
   d. Lessons for students
      i. PSHE
      ii. Appropriate classes

e. Should be an integral part of all tech/social media use. All teachers should role-model safe and appropriate use.
f. Build in process of regular review
g. Ensure parent, teacher, student education are a cycle embedded in the calendar/curriculum, not one-off

With thanks to edutopia for "How to Create Social Media Guidelines for your School"
Social media image CC0 Public domain