

 Plenty Valley <small>CHRISTIAN COLLEGE</small> <small>In Christ: Wisdom & Knowledge</small>		<h2>Blogging Policy and Guidelines</h2>	
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Aims and Objectives

This is a set of general guidelines for the use of “blogs” within Plenty Valley Christian College (PVCC). The Blogs are considered an extension of the classroom and therefore are subject to these guidelines as well as other rules and regulations established at PVCC. These guidelines are not meant to be exhaustive and do not cover every contingency. If you are ever in doubt about the appropriateness of an item, please ask a parent or teacher.

PVCC is allowing their students a voice and an audience through blogging. These are mainly in the form of class blogs but can also be in the form of project blogs or individual student blogs. This policy will outline the safe management of setting up and running a blogging platform. A successful blog can:

- Safely give students a wider audience for their learning.
- Encourage reluctant learners to participate and succeed
- Allow students to receive feedback safely from many different people
- Allow students to peer assess each other's learning
- Encourage parental engagement
- Promote students' learning across the globe

Why Blog?

PVCC is has Year Level blogs which will allow us to extend and share our learning with a wide audience. Instead of just teachers viewing students work, parents will also be able to see some samples of the tasks that students are undertaking and this will help to further strengthen our home and school partnerships.

A blog is another communication tool allowing our school to share information between the classroom and the home. A blog allows us to regularly post content about what has been learnt in class and links to Internet resources that students use at school.

Students at PVCC are taught about online responsibility, appropriate behaviour and the importance of maintaining privacy online during ICT Specialist lessons and in their classroom. Year Level blogs will provide a great opportunity to discuss the learning that happens at school with students and also to discuss Internet safety.

e-Safety

Blogging involves students working on a blog whilst in school and also at home. To be able to post, students need to log into the blog either using an individual sign in or a class sign in. Most blog platforms allow accounts to have different permissions. A Contributor is the lowest level that allows a user to post. A contributor can submit a post for review, however, this will need to be authorised by “the admin”(usually the class teacher) before it appears on the blog. The

'Contributor' permission level is recommended for Primary School. Any other permission level above that of 'Contributor' will allow posts to be viewable as soon as the student clicks 'Submit'.

PVCC will ensure that it has sought permission for each child to have access to a blog, permission to display the learning from each student and permission for the photographs of each student to be displayed on a blog. Names will not appear alongside images of students unless additional permission has been sought from parents. If parent permission has been given, the only the names of students must be used, no surnames are to be published.

Each student with a unique log in will keep this private (as per the College Internet Usage Policy). If a student or parent thinks their log in needs changing, they will need to speak to their class teacher.

Blog Rules for staff and students:

The most basic guideline to remember when blogging is that the blog is an extension of the classroom. You should not write anything on a blog that you would not say or write in your classroom. Use common sense, but if you are ever in doubt ask a teacher or parent whether or not what you are considering posting is appropriate. Here are some specific items to consider:

- The use of blogs is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is inappropriate on a blog. This includes, but is not limited to, profanity; racist, sexist or discriminatory remarks; personal attacks.
- Blogs are used primarily as learning tools, either as extensions of conversations and thinking outside of regular class time, or as the basis for beginning new classroom discussions. Either way, be sure to follow all rules and suggestions that are offered by your teachers regarding appropriate posting in your class.
- Blogs are about ideas – therefore, agree or disagree with the idea, not the person. Freedom of speech does not give you the right to be uncivil. Use constructive criticism and use evidence to support your position. Read others' posts carefully – often in the heat of the moment you may think that a person is saying one thing, when really they are not.
- Try not to generalize. Sentences that start with words like “All” (e.g., “All teachers,” “All administrators,” “All liberals,” “All conservatives”) are typically going to be too general.
- Blogs are public. Whatever you post on a blog can be read by anyone and everyone on the Internet. Do not post anything that you wouldn't want your parents, your best friend, your worst enemy, or a future employer to read.
- Blog safely. NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, usernames to other sites/social networks, or online games, or your initials). (Note: The advice to not use your first and/or last name is for your protection. Teachers may choose to use their last names for their posts/comments.) Do not, under any circumstances, agree to meet someone you have met over the Internet.
- Linking to web sites from your blog or blog comments in support of your argument is an excellent idea. But never link to something without reading the entire article to make sure it is appropriate for a school setting.

- Use of quotations in a blog is acceptable. Make sure that you follow the proper formatting and cite the source of the quote.

The Role of the Blog Admin/Teacher:

The blog administrator is normally the class teacher. This responsibility as gatekeeper is key to ensuring safety for the students using the blog. The following guidelines should be followed if a successful flowing blog is to be achieved:

- Students will only be identified by their first names.
- Posts will not include personal details about students such as addresses or contact details.
- Parents who wish to post a comment are also asked to please use their first names only.
- Always write in correct grammar (no text talk).
- A teacher/s will moderate the blog and must approve all comments before they will be included on the blog. Inappropriate comments will not be posted.
- All students included in the blog have parent permission to have their work and/or photograph displayed on the Internet.
- Visit the blog regularly. It is better to visit short and often than catching up once a week. Your bloggers will appreciate comments and posts being approved quickly!
- Promote the links on the class blog to the parents and the wider community.

DOCUMENT HISTORY & VERSION CONTROL RECORD

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1.1	07/09/2017	S Taggart	Changed to Biennial as discussed in OHS Meeting 07/09/2017.
1.2	22/3/2018	Principal	Changes regarding the use of student's surnames updated.

Approved By:

Date:



John Metcalfe
Principal