

## PPS Web 2.0 Guidelines (Blogs, Wikis, Podcasts)

This is a set of general guidelines for the use of basic Web 2.0 technologies (Blogs, Wikis, Podcasts) at Portsmouth Public Schools. Blogs, wikis, and podcasts are considered an extension of the classroom and therefore are subject to these guidelines as well as the rules and regulations of Portsmouth Public Schools. All use of the school division's computer systems must be (1) in support of education and/or research or (2) for legitimate school business. Personal blogs, wikis or podcasts that do not pertain to education and/or research or legitimate school business should not be accessed from school computers. 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 contact the Office of Information Technology.

The most basic guidelines to remember when using Web 2.0 technologies is that the blogs, wikis, and podcasts are an extension of your classroom. Teachers and students should not communicate anything via these technologies that would not be appropriate in the classroom.

**Platforms:** Portsmouth Public Schools has selected blog and wiki providers for the school division. Blogs and wikis are to be hosted through the school division's accounts with Edublogs (Blogs) or PBWorks (Wikis). Podcasts should be embedded into the teacher's blog.

**Accounts:** Teachers will be given permanent accounts after receiving training. Training will be offered 2-3 times a year. Accounts with no activity in any 9 week period will be considered inactive and will be archived.

**Moderation:** The teacher with administrative responsibilities for the product is required to moderate all activity on school blogs and/or wikis.

**Parent notification:** Parents should be informed that a blog/wiki/podcast is published on the web as an extension of the student's class. The URL for the blog/wiki should be provided to the parent at the time of notification.

**Student accounts:** Students may post on the classroom blog as readers, writers, or editors. Students may post wikis as writers or editors. Students may not post as administrators. Student accounts may use their first name and last initial or any other appropriate pseudonym.

**Internet Safety:** At no time may a student be identified by first and last name. Student photographs may not be published without release from a parent/guardian. Photos of students may combined with student names and/or school name and/or school location in any posts.

**Student work:** Student work may not be published without release from the parent.

FAQ – Frequently asked questions

- **Storage space – Can I have more?** No. When created all blog and wiki accounts have the maximum allowance enabled. Teachers are encouraged to use Slideshare, and Vimeo to store powerpoints and videos and then embed codes to place these items on a blog or wiki.
- **Student accounts – Will Instructional Technology create them?** No. Student accounts should be created and registered by the classroom teacher.
- **Parent release – Which form should I use?** Use a Portsmouth Public schools photo release form dated 3/1/06 or later.
- **Troubleshooting – How can I get help?** For assistance after your initial training, see your TRT.