

## Minor Users *Acceptable Use Policy* Writers At Work (WAW) Sites

The primary purpose of Writers At Work and its sister electronic communications sites, herein called WAW\*, is to support and enhance writing, learning, and teaching that prepares users for successful learning experiences in preparation for 21st Century communications. Providing access to WAW is an investment in the future. WAW supports the core beliefs of positive teaching and learning:

- Do what's best for students.
- Continue to learn and grow.
- Respect and care about each other.

Electronic communication is a tool for life-long learning, and access to WAW is one of the resources that promotes educational and organizational excellence. Responsible use of WAW will allow users to significantly expand their knowledge by accessing and using information resources, and by analyzing, collaborating and publishing information.

1. Please, no last names, addresses, IM screen names, photos, etc. Never EVER EVER give out or record personal information on your Internet work. Your Internet work exists as a public space on the Internet. Don't share anything that you don't want the world to know. For your safety, be careful what you say, too. Don't give out your phone number or home address. Remember, what you say today may still be there in ten years--when you don't want it to be. The Internet is a public space requiring public civility and appropriateness.
2. Do not link to your personal blog/journal from your school Internet work; you might reveal information on there that you don't want to reveal on your school Internet work.
3. If you want to write your opinion on a topic, make sure you're not going to be offensive as you write it.
4. Always make sure you check over your post for spelling errors, grammar errors, and your use of words. Paste your post in a word processor and run spell check, or download a spell checker for your browser. Do not use text-messaging abbreviations — we're writing for learning.
5. Never disrespect someone else in your Internet work, whether it's a person, an organization, or just a general idea. You don't want someone making a stab at what you are passionate about; don't do it to someone else. Again, your Internet work is a public space. And if you put it on the Internet, odds are really good that it will stay on the Internet. Always. That means ten years from now when you are looking for a job, it might be possible for an employer to discover some really hateful and immature things you said when you were younger and more prone to foolish things. Be sure that anything you write-- you are proud of. It can and will come back to get you if you don't.
6. Don't write about other people without permission; if you can't get their permission, don't use their name. Never share someone else's last name. Remember our rule on using initials.
7. Watch your language! This is part of our learning community. Language that is inappropriate in a public place like school is also inappropriate in your Internet work.
8. Make sure things you write about are factual. Don't be posting about things that aren't true. Link to your sources. Never link to something you haven't read. While it isn't your job to police the Internet, when you link to something, you should make sure it is something that you really want to be associated with. If a link contains material that might be creepy or make some people uncomfortable, you should probably not include it in your Internet work.
9. Keep it education-oriented. That means that you probably shouldn't discuss your plans for the weekend, the last dance, etc.
10. All your searches and Internet work must be classroom project oriented; no personal surfing or writing.

Disclaimer : I designed this site as a resource for myself, my students and their families as well as for other students or teachers. Our class educational network provides us the opportunity to practice and plan for entering the online world as 21st Century citizens. The information here has been created by myself, other educators, and others, with credit provided as needed. Since there are some general guidelines (see above) for being able to add to student sites, we know that following the guidelines will enhance our learning process. Remember to contact any technology specialist to help you with any problems or concerns regarding your computer as I have no control over settings or other changes if you download to your computer.

Additional Information: If any inappropriate content is found on this site, it will be removed. Please notify me of any such content. Users not following the guidelines will lose participation privileges. Ms. Edwards [ms\\_edwards@mac.com](mailto:ms_edwards@mac.com)

Signature Student:

Signature Adult:

Date: