

OUR 5 GOLDEN RULES FOR USING SOCIAL MEDIA IN CLASS



The picture above has been provided by Pixabay.

1. Be *Knigge*-conform: online-appropriate¹ classroom behaviour

- Always apply the EU data protection and copyright² law and respect personal rights and image copyright when using and posting content on social media.
- Key tones, signal tones or photo tones need to be switched off in classroom.
- Follow the instructions: Smartphones must be turned off and remain in your backpack unless you are told to use them.
- Use your phone for the task and not to check your messages and news feed. Any form of phone use that has not been specifically allowed by the teacher will remove the device from you.
- In online phases: avoid 'phubbing'. When someone talks to you put away your phone and listen. Pay close attention to people not your phone.

2. Be safe

- If you haven't done so, turn your profile settings to private.
- Don't share personal information online (e.g., address, phone number, school data) and keep your password private. Remember, data security is also about your private life: don't overshare any information on your emotions (e.g., heartbreaks, good/bad news, conflict with friends). You might want to deal with these issues offline and protect your privacy.
- Take cyberbullying, harmful content, and trigger warnings seriously. Report, block and unfollow profiles that show such harmful or bad behaviour and talk with an adult.
- Always ask (your teacher) for help if you need some!

3. Be your best self online

- Do as you would be done by! Stick to the netiquette and always be respectful and positive.
- You are responsible for your own content but also for any content that others leave on your profile. Remember to run your account in a way that is suitable and right for that situation.
- If you see anything suspicious, say something and don't "look" away when others need help or support.
- Don't hide behind a fake account or the anonymity³ of the internet. Take responsibility for what you post and always consider: would I say or do the same thing face to face? If the answer is no, never do it online!

4. Be aware of your digital footprints

- Think twice before sharing content. Don't act without considering the effects your action might have, especially when you feel hurt or angry e.g., by comments.
- Content check: only share photos, videos, messages that match with the impression you want people to also have of you in real life.
- Don't forget that once something is posted it will most likely remain somewhere on the internet.

5. Be aware of the ambiguity in digital spaces

- Try to be as clear and accurate as possible.
- Without gestures⁴ and facial expressions, a lot of content and communication can be misunderstood (e.g., humour or jokes) and can often cause problems.
- Smileys and emoticons can have several meanings depending on their context of use and/or are used differently within cultures which can lead to confusion and misunderstandings⁵.
- Be aware that the different digital elements of a post can lead to misunderstandings if the text/caption is considered separately from the picture or video.

¹**appropriate** – suitable or right for a particular situation (adjective)

²**copyright** – the legal right to control the production and selling of a photograph, book, film, piece of music etc. (noun)

³**anonymity** – the situation in which someone's name and identity is not given or known (noun)

⁴**gesture** – a movement of the hands, arms, or head, etc. to express an idea or feeling (noun)

⁵**misunderstanding** – an occasion when someone does not understand something correctly (noun)

