




Expectations

The Rules -- For Staff and Students

Be here: Come to school with a positive attitude ready to learn with the supplies and homework you need for class.



Be Here

1. **Be safe:** If you are a student you must use your code name. Everyone must follow and remember our **netiquette [these expectations]**. *Keep your personal information to yourself, not publicly presented. Keep your password secure to yourself and with your teacher and family.* Be safe in the all areas of the school; follow guidelines for each area, such as lunchroom, hallway, recess, library, etc.



Be safe

2. **Be kind:** Be overly friendly and positive; you must refrain from any profane, sarcastic, or unkind responses online or face to face. Treat others as you want to be treated.



Be Kind

3. **Be respectful:** Since our writing work is schoolwork, school rules and expectations apply on paper and online. *Remember to work on your files only; edit others' work only with permission. If someone forgets to log out, please log out for them.*



Be Respectful

4. **Be productive:** Make sure you communicate clearly and intelligently (no text message wording please) on a relevant topic. Remember your purpose and audience.



Be Productive

5. If the above criteria are met, your work may be published and you may collaborate in groups and online; if the above criteria are not met, your work may not be published and you must practice your citizenship etiquette.

6. The views of our work are not necessarily those of our school.

Never post your personal information or information about someone else. Keep things like ages, addresses, phone numbers, names of towns, or even places we work off the Internet. Remember that information on the internet, especially embarrassing information, may still be around after you've deleted it. Be careful not to post things that may come back to haunt you later.

Your online posting in any form is your digital footprint, your path back to you.



Choose

your path wisely.