

**BLOGGING GUIDELINES:
GETTING STARTED, BEING SAFE, SUSTAINING THE BLOG**

What is a blog?

A blog is a special type of website, known as a content management system. You put in the content, and the look and feel is controlled by the system. There are a variety of themes that you can choose to create a look and feel that reflects the purpose and nature of your blog. It is used for learning and communication with students, staff, families and communities (local and global).

In the WSD, the current tools in use are:

The WSD Blog	School Websites	New School Websites
WordPress System	SharePoint, Dreamweaver, Front Page, Contribute	In near future...Catalyst from Visual Lizard

What should I consider if I want to start a blog?

1)Getting Ready For a Blog...

Guiding Questions/Ideas...	Considerations/Recommendations...
What is the intent of the blog?	<ul style="list-style-type: none"> • To communicate with students, teachers and other staff, school and global community • To support student learning in a variety of ways (share artifacts with students, collect student opinions and reflections, communicate criteria for assignments, course outlines, due dates, post work for students unable to attend class, post examples of work to guide student learning, timetables, rubric, online literature circles, peer and/or family assessment and feedback, communicating and collaborating with schools/classrooms/students in other parts of the world with common learning goals in mind, sharing professional resources, online learning-focused conversations) • Recommend resources and websites for home learning
Who might use the blog?	<ul style="list-style-type: none"> • Students, teachers and other staff, families, community
What will the privacy settings be?	<ul style="list-style-type: none"> • Visible to everyone, including search engines (Google, Bing, etc) • Would like to block search engines, but allow normal visitors; or • Can be available only to a specific community of users with username and password
How often will it be used?	<ul style="list-style-type: none"> • As it fits with learning and programming
What is the plan for keeping students safe while	<ul style="list-style-type: none"> • Review examples of rules for safe blogging on other blogs • Establish clear expectations, criteria and routines at the outset • Clearly post your established rules and expectations on your blog

using the blog and establishing appropriate use criteria?	<ul style="list-style-type: none"> • The teacher manages content and moderates comments and posts • Safety Rules and Good Digital Citizenship: <ol style="list-style-type: none"> 1) Never use your real name; always use an alias for comments, posts, pictures and in videos 2) Use appropriate language for grade level in all blog comments and posts; be sure that you would be willing to have your comments published in a newspaper, and have your teacher, principal or your family (like grandma or grandpa) read it 3) If something on the blog makes you feel uncomfortable, tell your teacher right away
How will you learn to use the blog?	<ul style="list-style-type: none"> • Are there PD funds available at your school? Check with divisional and district support services for possible professional development related to blogging
How does the blog relate to the WSD Acceptable Use Policy?	<ul style="list-style-type: none"> • Investigate if your school has a revised Acceptable Use Policy specific to your site • Check if students have signed and returned an Acceptable Use Policy; review with students <ul style="list-style-type: none"> ○ http://www.wsd1.org/students/documents/acceptableusebrochure.pdf
LwICT Affective Domain	<ul style="list-style-type: none"> • ETSS recommends: <ul style="list-style-type: none"> ○ K-8...review the Big Ideas in the Affective Domain of the LwICT Continuum (k-8) for themselves and with students prior to blogging http://www.edu.gov.mb.ca/k12/tech/lict/show_me/student_friendly.html ○ 9-12...review the Specific Learning Outcomes common to all courses http://www.edu.gov.mb.ca/k12/cur/ict/framework.pdf (page 9, especially outcomes 6-10)
What can I do if I need help?	<ul style="list-style-type: none"> • Contact LwICT leader in your school or District/Division support staff

2) Setting Up a WSD Blog

a) Teacher meets with school Administration	<ul style="list-style-type: none"> • Have a discussion with your principal; review the "Getting Ready For a Blog" questions
b) Permission to ETSS by email	<ul style="list-style-type: none"> • Teacher and Administrator review the "Getting Ready For a Blog" section of this document • Administrator sends email indicating permission for a blog to Educational Technology Support Services (ETSS)
c) Teacher emails request to ETSS for	<p>Email to identify:</p> <ol style="list-style-type: none"> 1) Blog Title or Name (URL address will be set by ETSS);

blog setup	2) Name of blog administrator; 3) Any other teachers/students that will be involved with your blog and in what capacity 4) PD request if needed
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3) Setting/Learning Guidelines for Teacher/Student Blog Use

Guiding Questions/Ideas	Considerations/Recommendations...
How will you share blogging rules for safety with students and other blog users?	<ul style="list-style-type: none"> • A link to Safety Rules should be on every page • Remember everyone will be able to see what is posted • Will you post them in your classroom? The computer lab? The library or other places your students access the blog at school... • Possible resources: <ul style="list-style-type: none"> ○ http://www.jostens.com/students/students_cp_pause_before_you_post.html ○ http://www.rcmp-grc.gc.ca/is-si/ ○ http://www.nsteens.org/TeachingMaterials ○ http://www.thedoorthatsnotlocked.ca/app/en/
When a blog comment/post is an assignment or learning experience:	<ul style="list-style-type: none"> • The blog content relates to learning outcomes; comments and posts should connect to the learning • Where will you post criteria to ensure that students are aware of it and can access it while they work... • Where will you post criteria (i.e. expectations related to content, spelling, grammar, punctuation, etc.) so the <i>audience</i> understands the nature of what is being viewed... • What are the school's and administrators' expectations for sharing learning outside the boundaries of the school...
Regular review of the learning aspects of the blog:	<ul style="list-style-type: none"> • What is the plan for regular blog review...who will do this, how often... <ul style="list-style-type: none"> ○ Plan for reviewing Safety Rules and learning criteria with students ○ How to deal with inappropriate use...how does your school handle issues according to your local code of conduct ○ Because comments are moderated by a teacher and because teachers monitor student blog use at school, any inappropriate comments/usage can often be addressed before issues and serious consequences arise
What about technical details?	<ul style="list-style-type: none"> • Archiving, link updates, spam managements, plugin upgrades, adding or deleting student work, maintaining user lists <ul style="list-style-type: none"> ○ Schools and individuals may contact Division and District support personnel for professional development training on blogging, including some of the technical aspects and troubleshooting

BLOGGING QUICKSTART

1) Getting Ready For a Blog...

- What is the intent of the blog?
- Who might use the blog? What will the privacy settings be?
- How often will it be used?
- What is the plan for keeping students safe while using the blog and establishing appropriate use criteria?
- How will you learn to use the blog?
- How does the blog relate to the WSD Acceptable Use Policy?
- How does the blog relate to the LwICT Affective Domain?
- What can I do if I need help?

2) Setting Up a WSD Blog

- Teacher meets with school Administration
- Permission to ETSS by email
- Teacher emails request to ETSS for

3) Setting/Learning Guidelines for Teacher/Student Blog Use

- Safety
- Connecting to learning outcomes
- Reviewing the learning intents
- Technical details

Resources for Learning About Safety

- http://www.jostens.com/students/students_cp_pause_before_you_post.html
- <http://www.rcmp-grc.gc.ca/is-si/>
- <http://www.nsteens.org/TeachingMaterials>
- <http://www.thedoorthatsnotlocked.ca/app/en/>

Other Useful Resources

- <http://ww.wsd1.org/students/documents/acceptableusebrochure.pdf>
- http://www.edu.gov.mb.ca/k12/tech/lict/show_me/student_friendly.html
- <http://www.edu.gov.mb.ca/k12/cur/ict/framework.pdf> (page 9, especially outcomes 6-10)