

The following is a sample Digital Media Policy which may be used as a reference in developing school handbooks.

## Adventist School Sample Digital Media Policy

Adventist schools have a unique opportunity to help students develop fully in all areas of their lives. How you represent yourself online is an extension of yourself. It is the school's responsibility, in cooperation with parents, to protect students in and out of the classroom. As such, a student's enrollment status may be impacted by failure of the student to comply with this policy. The following attempts to help our students to practice self-control and time management and to celebrate and respect the diversity of thought as modeled by Jesus.

1. All digital media platforms (including social media), whether public or private, are a permanent addition to a student's digital footprint and may be reviewed by school administration.
2. While it is acceptable to disagree with someone else's opinions, always do so in a respectful manner. Criticism should always be constructive, not hurtful. Statements that directly malign students, other parents/guardians, faculty/staff or the school are inappropriate. What is inappropriate in the classroom is inappropriate online.
3. Before linking to other websites or articles, read the entire article or website to ensure that the information is appropriate for a school setting.
4. Following, linking, or "friending" of official social media accounts of the school are acceptable and encouraged.
5. Be aware that pictures, videos, songs, and audio clips may also be protected under copyright laws. Verify you have permission to use digital media.
6. Demonstrate respect for yourself and others by not
  - o posting inappropriate images,
  - o using profanities or violent language,
  - o gossiping,
  - o making mean-spirited comments,
  - o using a false identity,
  - o mocking or shaming others,
  - o bullying,
  - o and/or any other behavior that causes emotional harm or distress.
  - o School personnel should be alerted if online material created by a currently enrolled student is found to be inappropriate or threatening. School personnel have a legal obligation to report activities that are illegal and/or harmful.
7. While the rights of individual viewpoints are respected, the expectation is that students will practice and model moral and ethical behavior reflective of the Seventh-day Adventist worldview.