

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD  
POLICIES AND PROCEDURES  
SECTION B: ADMINISTRATION**

**'APPENDIX C'**

**TEMPLATE LETTER: USE OF SOCIAL MEDIA IN THE CLASSROOM**

*(on school letterhead)*

[Date]

Dear Families,

This [school year/month], I will be introducing students to an exciting form of online written communication—[SCCDSB.net Google Platform/Twitter/blogging/wikis/etc]. The purpose of this letter is to share some information about [SCCDSB.net Google Platform/Twitter/blogging/wikis/etc] and to let you know how our class will use [this/these social media platform(s)].

**[SCCDSB.net]** is a closed environment for teacher-to-student and student to student collaboration. Despite being on the Internet, the environment is not open to everyone. Teachers select who is able to access the learning resources posted on the classroom or student drive or site.]

**[Twitter/Facebook]** is a social media network that is increasingly being used in education as a learning tool. It is widely used by teachers around the world for educational purposes and helps learning communities, students and parents build meaningful connections. These forums are on the external Internet and are open to outside users.]

[A **classroom blog** is a discussion or information website where permitted users add entries (posts), which are displayed in chronological order. Students will have the opportunity to write posts on a variety of topics being covered in the classroom. These writing exercises are opportunities for students to reflect upon lessons, practice their writing and critical thinking skills, and to see their learning come alive online.]

In our class, we will be using [XXX] to share some of the exciting activities we learn. Posts will be written by students and monitored and sent by the teacher. Those who follow us—[parents, other classes, teachers, community members]—will be able to read [and comment] on our posts.

A very important aspect of using social media in the classroom is digital citizenship as it relates to responsible and safe online use. Our class has discussed this in terms of our online behaviour. As a class, we agree that all of our social media posts must:

- use student first names only
- not reveal personal information about the writer or anyone else in the class
- use appropriate language
- be kind and respectful
- only include photos/videos where signed consent is on file

If you are interested in following us on [insert URL or instructions for following, e.g. Twitter, our username is @OurClass]. We hope you will enjoy reading and responding to our posts as they occur throughout the year. We are excited to give you a virtual window into our classroom!

Sincerely,  
[Teacher's Name]