

## MINIMUM STANDARDS FOR CREATING A WIKI PAGE USED IN CONJUNCTION WITH CLASSROOM CURRICULUM

The staff member/advisor/coach/volunteer shall serve as the administrator of the page and shall abide by established District policies that address Social Media.

### **Creating a Page:** [www.wikispaces.com](http://www.wikispaces.com)

1. Click on “Wikis for Individuals and Groups”
2. Scroll down to “Free Wikis for Educators” and click “K-12 Wikis”
3. Create your free K-12 Wiki
4. Check “Yes” to make a Wiki
5. Give your Wiki a name (keep it simple and representative of you or your class)
6. Check “Protected” (*free*)
7. Check “For Educational Use”
8. More than one Wiki can be created, or you can create different pages under one Wiki, depending on how you want to set it up.

### **Adding an Image**

A common brand/boilerplate is available on the District Media:/Y drive that is consistent with other school district styling. Staff members may choose to add their own image to identify your class or subject taught.

### **Basic Information**

1. A letter is to be sent home to parents to communicate the purpose and use of a Wiki in your class
2. Under “Description”, include #2(A) from District Policy 821.2 - *District Use of Social Media*
3. Use your assigned District/Staff e-mail address and phone number
4. Link your Wiki to the District’s website

### **Manage Permissions and Your Page**

1. Go to “Manage Wiki” to set up the look of your page.
2. Make sure your page is protected and locked.
3. All documents must be in .pdf format.
4. Everybody can see your pages but members only can post. You have to give permission for a student to join your Wiki.
5. Like other forms of communication, if students are not responsible in their postings on your Wiki, they can be denied access and further consequences may be administered.

ADOPTED: April 18, 2011