

# Polk County Schools

## Information Systems and Technology Division

### Best Practices

### Schools and Departments

### Using Blogs & Wikis

All blogs/wiki's must adhere to the following:

- District Blog and Wiki Best Practices Rubric
- Publisher must be Blog/Wiki Certified (See Pre-requisites)
- Comply with the District Technology Acceptable Use Policy **6Gx53-9.001**
- Comply with Student Image and Technology Opt-Out form

Please direct comments and suggestions to:

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A blog is a web site that is designed to be frequently updated by a student. Entries in a blog are usually displayed in reverse-chronological order. There are two types of blogs:

- A private blog can have one or more members. Each member can only see his/her own work. The instructor can see all entries created by any member.
- An individual or group blog can have one or more members. Entries can be viewed and commented on by members and non-members.

A wiki is a website composed of one or more pages that allows people to add and edit content collectively. A wiki starts off with one page: the homepage. New pages can be added at any time and linked together (Learning Objects, Inc. 2008).

1. Pre-requisites for district certified blog/wiki educators
  - a. BBT002 (Copyright and Ethics for Educators)
  - b. Blackboard Basics
  - c. Blackboard Blog/Wiki Tutorials
2. All school or department blogs/wikis must reside on, and be hosted on the Polk County School Board Blackboard Server.
3. Blogs and wikis require the permission of the Principal/Director. Blogging/Wiki Approval Form must be approved prior to publication. Each Blackboard class for which blogs/wikis will be published requires a separate approval form.
4. Information not related to the educational process, such as commercial endorsements or community information not related to school or department activities cannot be posted.
5. Student images, names and work must comply with the Image and Technology Opt-Out form and District Technology Acceptable Use Policy.
6. Student blogs/wikis can only be published by the classroom teacher.
7. Schools and departments posting a blog/wiki are responsible for keeping all data in the blog/wiki current. Old, out-of-date information should be updated regularly and blogs/wikis that are no longer relevant should be removed from the host site.
8. Concern must be given to the intellectual property rights of others. Information and graphics shall not be placed in a blog/wiki without the proper citation.

**PCSB- Blog/Wiki Approval Form**

Blog/Wiki Title: \_\_\_\_\_

School Name: \_\_\_\_\_

Blog/Wiki submitted by: \_\_\_\_\_

Blog/Wiki Author (creator(s) of blog): \_\_\_\_\_

Brief Blog/Wiki Description:

\_\_\_\_\_ This blog/wiki has been reviewed by a Principal, Administrator, or Director using the PCSB Blog/Wiki evaluation rubric at:

\_\_\_\_\_ PCSB Blog/Wiki Rubric Score

All blogs must have:

- A rubric score of 30
- A score of 10 for copyright
- A “no” for the student safety section of the rubric

Approved by: \_\_\_\_\_/date \_\_\_\_\_

All forms are to be kept in a central location at the school.

### *Polk County Schools – Blog/Wiki Rubric*

Blog/Wiki Title: \_\_\_\_\_ School: \_\_\_\_\_ Date: \_\_\_\_\_  
 Blog/Wiki Published by: \_\_\_\_\_ Blog/Wiki Author(s): \_\_\_\_\_

	<b>Ready for Publishing</b>	<b>Some Revision Suggested</b>	<b>Not Acceptable</b>	
<b>Blog &amp; Wiki Elements</b>	<b>10 points</b>	<b>5 points</b>	<b>0 points</b>	<b>Score</b>
<b>Educational Objective</b> Ability to define objectives and explore learning techniques.	Demonstrates significant evidence of stating learning objectives in writing.	Demonstrates some evidence of stating learning objectives in writing.	Provides little or no evidence of stating learning objectives in writing.	
<b>Aesthetic Quality</b> Sensitive to the principles of design.	Skillful handling of text and visuals creates a unique and effective presentation. Overall, effective and functional use of text and visuals.	Graphic elements reinforce content and demonstrate functionality.	Text and visuals (if provided) are too simplistic, cluttered and busy. Content does not support objectives. Little or no creativity or inventiveness present.	
<b>Format</b> Provides audience with a logical sequencing of events.	Clear, well developed, and effective introduction, middle and end.	Basic but effective introduction, middle and end.	Little or no evidence of introduction, middle and/or end.	
<b>Sources/Citations</b> Author(s) cite sources of information presented.	Sources are well researched and cited correctly.	All sources cited; some citation errors or formatting errors noted.	One or more citations not cited; multiple citation errors.	
<b>Copyright</b> All documents should be authored in accordance with the Copyright Guidelines and resources at: <a href="http://www.copyright.gov/">http://www.copyright.gov/</a>	Completely compliant according to copyright guidelines and procedures.	Written permission was granted to use copyright material BUT that right was not stated in writing. The blog or wiki may not be published until corrected.	Blog or wiki contains copyrighted material without written permission from artist, author and/or publisher.	
<b>Student Safety</b> All efforts should be made to ensure that students' identities are protected and that parent permission has been granted for use in a blog/wiki.	Has any parent of any student in this blog, wiki or podcast signed an opt-out form? ____yes ____no	N/A	N/A	N/A
			<b>Total Score</b>	

All blogs, wiki's and podcasts must have a score of 30 or greater before they can be published. No blogs or wiki's may be submitted that does not score a 10 for Copyright and a no for Student Safety.