

## **Guidelines for Teachers**

The following guidelines are designed to assist school districts, administrators and teachers in the effective and safe implementation of online communication tools such as yourhomework.com.

### **Account Security**

#### **Individual Teacher Registration**

Each teacher should register individually with yourhomework.com so that the account and the password are secure.

#### **Safe Input of Information**

Assignment information should be entered by the teacher to ensure maximum security and accuracy. Students can potentially enter inaccurate or false information, access the teacher's email, or alter the teacher's web page.

#### **Password Security**

Teacher should change the account password periodically to ensure the security of the account. See "My User Info" on your Personal Page.

### **Professional Use**

#### **Accurate Assignment Information**

Keep assignments up-to-date and accurate. Modify due dates and information when needed to avoid miscommunication.

#### **Email Etiquette**

- Check email daily and reply in a timely manner
- Email should be used for informational and instructional purposes only.
- Any correspondence involving sensitive information should be handled in person or with documented phone calls. Reply to the email with an invitation to discuss the issue in person.

### **Security for Minors**

#### **Names and Pictures of Minors**

Never post student names or pictures on the Internet unless written permission has been given by the parent or guardian in accordance with school/district policies for Web pages.

#### **Avoid Fraternization**

Care should be taken to avoid fraternization and inappropriate conversations with students via email.