Managing your reputation
1. Assume students and parents will google you.
2. Check past and current profile pictures—delete old pics as some may remain public regardless of settings.
3. Refrain from commenting on or criticising any colleague, student, parent or school online (this includes real names and pseudonyms).
4. Enable two factor authentication on all your social media accounts/emails.
5. Ensure your online presence (likes, photos, posts) aligns with the ethos of your school.
6. Avoid storing images of students on personal devices.

Protecting students
1. Do not post student work online unless you have the written permission of the school, the student and the parent.
2. Avoid searching for students online – express any concerns to your mentor teacher.
3. Seek advice from mentor/school management if you become aware of any online issues with students.
4. Report up and seek assistance if you become aware of any student being cyberbullied or harmed online.
5. Always preview student's e-information, such as a PowerPoint slides, if they are presenting to a class.

Communicating online
1. Connecting with past students can complicate your position as a teacher when they are connected to current students.
2. Be prepared with an appropriate response when a student or parent asks to connect with you on any social media or gaming site.
3. Avoid sharing your mobile number with students and parents—it allows 24/7 access and the risk of blurred relationships.
4. Only use school—endorsed communication platforms when corresponding to students and parents.
5. If you receive an inflammatory email from a parent, check with a mentor to seek advice as to your next steps.

Classroom tips
1. Ask a mentor for strategies to manage devices in your classroom.
2. Avoid using electronic devices in class for personal communication—your actions speak louder than words.
3. Make your online behavioural expectations clear to students—regularly.
4. Check out the eSafety resources and lesson plans @ esafety.gov.au