



## Helpful Hints

### Guidelines for being a Moderator

- When you watch the video, or view the image, and keep these items in mind:
  - Recognize the privacy of others
  - Avoid endangerment of students and other school personal with media uploaded
  - Be sure to check the background in the media
  - Never allow copyrighted materials
  
- When you review the Title, Description, and Keywords:
  - For the safety of your students, only use students' first name or first name with last initial
  - Watch for inappropriate content
  
- In general:
  - Show good taste: No violence, No vulgarities, No sexual situations
  - Remember we are a safe, K-12 media sharing website
  - Be familiar with the laws of your area in relation to minors in media
  - YOU are representing your school

**SchoolTube reserves the right to remove any media that does not comply with these Guidelines or the SchoolTube Standards.**