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## Sample

### Our Class Rules for Podcasting

These are our agreed class rules for podcasting. They are in addition to the school rules and ICT and Internet Safety policies and are created by us to help us show care and respect for one another.

- ✓ We will show respect to others in our words and actions. Our language and all communication will be appropriate and respectful and focused on the learning project.
- ✓ We will take care when using the ICT equipment and check that all audio controls are placed at or returned to the zero position before turning the equipment on or off.
- ✓ We are aware that incorrect headphone levels can cause hearing damage and will always adjust headphone levels from the zero position until comfortable.
- ✓ We will take care not to have food or drink near the equipment and we will return all equipment we use neatly and in good working order at the end of our session so it can be used by other students.
- ✓ We will not take the original material of others, whether our classmates or others, without their permission and we expect that no one will take our original material without our permission.
- ✓ We will cite our sources and always acknowledge our contributors. We will state the name and copyright details of the writer/creator/composer who owns the copyright or Creative Commons Licence of any material we refer to or make use of.
- ✓ We will obey copyright law. We understand that copyrighted materials are the property and in the ownership of the person who created them. We will look for the name of the person or organisation holding the copyright of any materials we find on the Web.
- ✓ We will respect the Intellectual Property of others. If we wish to use the copyrighted work of another we will ask copyright holders for permission to use their intellectual property (music, audio, text, video, images, etc.) and only use their work when we have received their permission.

- ✓ We will broadcast and publish our own material online and will apply a Creative Commons Licence to it before sharing it.
- ✓ When interviewing a guest or another student we will ask their permission. We understand that we need to get the permission of any person we intend to record and put on a podcast. This person should be informed that the recording is for the public and for our podcast. We understand we cannot record a person before we get his or her permission.
- ✓ We will keep ourselves and others safe in our podcasts. When publishing our podcasts online we will respect the privacy of others and not mention any personally identifying information such as last names, screen names, school name, home address, or any other unique information about ourselves or others.
- ✓ If Bluetoothing an audio file we will first ask the teacher's permission and send it to the designated laptop for virus checking.
- ✓ We will tell our teacher if any ICT equipment is in need of repair or if we come across anything online that upsets us.