



ST. ANDREW'S GRAMMAR

SOCIAL MEDIA POLICY

<i>Date</i>	<i>Modified By</i>	<i>Ratified</i>	<i>Review</i>
February 2014	Principal	2014	2015
March 2017	Principal	2017	2018
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Social Media Policy

Overview

This policy relates to information published online and accessible in the public domain. (Examples include Snapchat, Facebook, Instagram, blog posts and YouTube). This public domain includes information, photographs and videos shared only with a student's friends.

Information placed on these sites may be useful, entertaining, and providing a medium for friends to share experiences, photographs, messages and generally to stay in touch. These entries create a positive digital footprint.

Posts to the public domain which do not reflect acceptable behaviour include those that:

- breach privacy conventions or regulations
- are not posted with the appropriate permissions
- are considered to be "cyber bullying"
- are defamatory, obscene or inappropriate

Information posted publically on the internet should be considered to be permanently published. It is almost impossible to remove information once it has appeared - even when it seems to have been taken down.

In essence, the school has the same expectations for online behaviour as it does for behaviour in general.

The School's internet, computers and other ICT equipment/devices are for educational purposes only. Access to the school network is monitored and filtered.

Related Documents

Child Protection Policy
Learning Technologies Student Appropriate Use Policy
Staff Induction Policy
Staff Code of Conduct
Behaviour Management Policy

Definition

There are various forms of social media and there are always new forms of social media being developed. Currently, the main forms of social media include, but are not limited to:

- Social networking sites: Facebook, Instagram, Snapchat
- Gaming apps
- Video and photo sharing websites: YouTube
- Micro-blogging sites: Twitter
- Blogs
- Podcasts
- Forums and discussion boards
- Virtual game worlds

- Virtual Social Worlds
- Online encyclopaedias: Wikipedia
- Internet Dating Sites

Students

Student use of the internet is monitored and filtered while at school. The School's ICT resources are provided for teaching and learning. Students may not use the school network for non – educational purposes. Many social sites (like the ones referred to above) are blocked on the school network. The filtering conducted by St Andrew’s Grammar is age appropriate with older students granted greater responsibility.

Student use of the internet outside of school must be considerate of the consequences of any postings within the extended school community. Students are not permitted to make any inappropriate remarks about the School or any individuals associated with the School. Failure to comply with this policy may result in the School following the student Behaviour Management Policy.

Information and opinions that refer directly or indirectly to the School, its administration, its students or its members of staff must not be posted unless officially sanctioned by the Principal and the individual concerned.

Cyber Bullying

Students must not engage in bullying or post inappropriate photos online. Students who engage in such behaviours via any form of social media will be subject to the School’s Behaviour Management Policy. In this instance it is irrelevant whether or not the behaviour occurred during school time or after hours.

Advice to Students on Cyber safety

Students should:

- Keep personal information private
 - For personal protection, a student should not reveal information that may allow cyber predators to build a profile of identity. Students are therefore advised never to offer any personal information online including their name, contact information, home address, phone numbers, school's name, e-mail address, age, or birth date.
- Not share passwords with anyone.
- Be mindful of location software which may indicate a student’s whereabouts in any posting.
- Not engage in online conversations with people they have never met in person.
- Regularly check their privacy settings on all applications that they post to.
- Be thoughtful when posting images or videos
 - Students are advised never to post inappropriate pictures of themselves or anyone else, and be sure any images you provide do not reveal any of the previously mentioned information. Remember to check the background of a picture also. Students should always seek the permission of anyone in a photo before posting it online.
- Students should be polite online
 - It is important that students are mindful that they engage in polite communication online. It is difficult to convey emotion in online messaging. The reader may not be able to interpret your tone easily. Using messaging conventions can be helpful in avoiding misinterpretation and hence conflict.
- Limit your time spent online

For more information visit www.netalert.net.au

Employees of St. Andrew's Grammar

Employees need to be conscious of the public nature of social networking sites and other internet posts. All posts should present the school and its employees in a positive way. Staff should assume that anything posted online can be seen or read by members of the school community (other staff, students and parents).

Be thoughtful and accurate in your posts, and be respectful of how other members of the school community may be affected. All St. Andrew's Grammar employees can be viewed as representatives of the School, which can add significance to your public reflections on a wide variety of topics.

Teacher - Student Relations

Teachers hold a professional position in society and are expected to uphold moral and ethical codes of behaviour, often to a greater degree than other professions or vocations.

Teachers should not have external friendships (i.e. personal relationships) with current students beyond that which is normal for the teacher/student relationship. A personal relationship on a SNS would exceed the accepted bounds of a teacher/student relationship and might leave the teacher open to allegations of improper conduct.

Teachers need also to be aware of interaction with the parents of current students in that comments or opinions may be construed in ways not envisaged that may lead to unforeseen social or legal complications.

Friendships (personal relationships) with ex-students are a matter for the individual teacher but it is prudent to consider the ramifications of personal relationships with ex-students who have younger siblings or friends still at the school, where private or personal information could be passed on to third parties.

Legal Liability

The laws that apply in Australian society also apply in cyberspace.

When individuals choose to go public with opinions via social media they are legally responsible for their commentary. Individuals can be held personally liable for any commentary deemed to be defamatory or obscene. Employees of St Andrew's Grammar should exercise caution with regards to exaggeration, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterisations.

Privileged Information

It is forbidden for employees to divulge, post or publish any confidential, proprietary, or privileged information pertaining to the School, its staff, its students, its policies, finance or procedures. This information may not appear in a website or a social networking site.