

ST EUPHEMIA COLLEGE



PREP – YEAR 12

**SOCIAL MEDIA
PROCEDURES
2021**

Social Media Procedures

Introduction

Social media refers to all social networking sites where the internet is used to connect socially. It is acknowledged that social media is an important medium through which people connect with each other and the world. To promote the wellbeing and safety of all, users (students, staff and parents and caregivers) are reminded of their responsibility as ethical digital citizens to ensure they apply strong privacy settings, to use appropriate language and to be aware of their own and others' safety.

Social media should not be used by students in class unless directed to do so by a teacher for educational purposes, nor should it be used at any other time during the school day. As members of the St Euphemia College community, whether at home or at school, students are expected to adhere to this Policy at all times.

Roles and Responsibilities

Responsibility of the Principal/Delegated Authority

The Principal/Delegated Authority is expected to:

- make adequate provision for teacher training and professional learning, covering the safe use of social media
- provide a safe and secure learning environment
- coordinate the development and implementation of the Social Media Policy and Procedures.
- remove a user's access to computers and the School's network if there is evidence of deliberate unauthorised activity.

Responsibility of Staff

Staff are expected to:

- be familiar with the School's policies and rules concerning social media
- be aware of student activity and if necessary, inform the Principal/Delegate Authority in regards to an incident involving bullying of a student on a social media platform

Responsibility of the Parents and Caregivers

The Parents and Caregivers are expected to:

DO:

- Monitor their child's online activities
- Demonstrate courtesy and respect for all members of the school community when commenting on social networking sites
- Use appropriate language when referring to members of the school community.

Do Not:

- Use social networking sites to make derogatory comments about members of the school community
- Post photographs, videos or other recordings of children other than their own without permission.

Responsibility of the Students

Students are expected to:

DO:

- When online, demonstrate respect for the dignity of each person and the privacy of all members of the College community
- Behave in an ethical manner

- Observe the relevant age limits for students using social media platforms
- Students must have the necessary parental permissions before they engage in the use of social media
- Use appropriate language at all times
- Only post images or content that the student would be prepared to make public
- Only accept friends or followers that the student knows well enough to speak to
- Remember that information (text, video, images, audio) uploaded to the Internet can be altered and manipulated by others
- Keep personal information secure as nothing is private on the Internet
- Report negative remarks about students, parents and caregivers, staff or any members of the school community to the Principal.

Do Not:

- Impersonate or falsely represent another person
- Share account details or password with anyone
- Have any private information publicly visible
- Divulge any personal information, images, audio or video material that identifies anyone in a school context, over the Internet
- Use social media to bully, harass, abuse, threaten or intimidate others
- Make defamatory comments or say anything misleading, malicious or untrue
- Use obscene or offensive language towards others
- Post content that is pornographic or incites violence against others
- Harm the reputation of the College and those within its community - students, teachers, parents/carers, community members, the College itself
- Post any images about the College or its Staff
- Post anonymous messages
- Use any digital or analogue device (for example webcams, digital cameras, video cameras, computer input devices, media players/recorders or mobile phones) to record others or to publish these recordings publicly or to post them to any Internet site without their knowledge and the written permission of the College and those appearing in the recording.

All reports of cyberbullying and other social networking misuses will be fully investigated. It is important to note that some online activities are illegal, and as such, will be reported to the Police. This includes harassment of others and publishing (or in some cases, merely the possession) of inappropriate images.

Students expressly waive any right of privacy in anything they create, store, send or receive on the College's network, on any forum or platform that identifies the College or any electronic device the student chooses to bring to College. If there are reasonable grounds to believe that Social Media sites may have inappropriate images on them, or if it is believed that any electronic device may have been used to distribute inappropriate material via social media, the device will be confiscated from the student. Depending on the suspected nature of the inappropriate content, staff may request the student to open the phone or provide password access to a computer, tablet or iPad in the presence of the Principal or delegate (and IT staff). A student who has been requested to open a device must comply with this request. If the student does not comply with the request the device will be kept in the possession of the School until the request has been complied with.

Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension or expulsion from the College. Students must be aware that in certain circumstances, where a crime has been committed, they may be subject to a criminal investigation by the Police over which the College will have no control.

Staff who breach this Policy may be suspended or face loss of employment if the breach adversely affects the good reputation of the College and/or it breaches other policies or legislation regarding bullying and harassment.

Parents and caregivers who breach this Policy may be asked to withdraw their child from the College, in cases which adversely reflect on St Euphemia College or cause harm to members of its community.

Appendix: Social Media and Internet – Staff Use

Policy Introduction

The purpose of this policy is to set out guiding principles for the acceptable use of social media by staff employed at St Euphemia College, along with protocols for using the internet in the classroom. The policy addresses the use of social media sites in student learning activities, and in teacher and student relationships. The policy also differentiates between online sites available for learning and personal social networking sites.

Online sites available for learning are directly related to achieving School curriculum outcomes.

Personal social networking sites are centred on an individual rather than a group and include Facebook, MySpace, Tagged, Meetup, Friendster and other related sites. These types of sites are used primarily for sharing personal information such as photos, videos, updates and chat.

Guiding Principles

- Online behaviour should at all times reflect the College's core values and respect for the dignity of each person, in keeping with the Greek Orthodox ethos of the College.
- All College protocol and policy documents must always be observed.
- Staff and student online interaction must only occur in an educational context.
- Staff and students must behave in an ethical manner when interacting and using online sites available for learning.
- Staff personal social networking must be in accordance with the professional standards expected of a St Euphemia College teacher or employee.
- Staff should familiarise themselves with the support provided in school for appropriate use of social media.

Policy

- Staff are encouraged to use online sites available for learning with their students in order to achieve educational outcomes.
- When using online sites available for learning consideration must always be given to the age and developmental level of the students.
- Staff must ensure that they prepare students to act in accordance with the guiding principles before using online sites available for learning.
- The use of any blocked online sites for learning must be approved/authorised by the Principal, Member of the Executive, ICT Coordinator or Faculty Coordinator.
- Parental or carer permission must be obtained for any online sites available for learning which involve community networking.
- Students must not be asked to falsify their age to register on any site for educational purposes.
- Staff must respect students' rights to privacy when posting comments, marks or work online.
- The learning activity must not be linked back to a student's own personal social networking page.
- Social networking sites such as Facebook must not be used by staff as learning tools for students.

Procedures to be followed when using online sites for learning

- Discuss any use of online sites for learning which involve community networking with Faculty Coordinator or ICT Co-ordinator outlining the activity and educational goals.
- If usage is not included on the Internet/Netbook Agreement form then parental permission should be obtained before asking students to register with online community network sites.

- Keep a record of the student's login names (students should not publish their real name on public sites)
- Clearly communicate to students their responsibility for appropriate interaction with others and suitable content posting online.
- Obtain permission from Head of School or relevant School body before posting staff photographs or other identifying photographs online.
- Ensure that your Faculty Coordinator, ICT Coordinator or a member of the Executive has full administrator access to the site.
- Monitor the site frequently and actively review the content.
- Where using internet sites for research or showing video clips (such as You-Tube), all sites to be browsed or video clips should be checked beforehand to ensure all material encountered is acceptable and age-appropriate.

When using online sites for learning, staff are required to educate students:

- Respect themselves and others when publishing or communicating online.
- Keep communication channels transparent and supervised by adults.
- Create a sensible/plain username or identity.
- Keep personal information private.
- Not share usernames and passwords.
- Report any attacks or inappropriate content directed at them.

Staff Personal Social Network Pages

- Social networking sites such as Facebook must not be used by staff as a platform for learning activities with students.
- Staff should not accept students as 'friends' on their own social network sites or interact with students on social networking sites.
- Staff are advised to use professional discretion before accepting ex-students or parents of current students as friends. They need also to consider carefully online interaction with family members who may have school connections.
- Staff must not discuss students or colleagues or publicly criticise school policies or personnel on social networking sites.
- Staff must not post images that include students on social networking sites.
- Appropriate professional standards are required by all St Euphemia College staff.