# All Saints Parish Primary School

# Social Media Usage Policy

**Rationale**

All Saints Parish Primary School community understands that Social Media can be a powerful tool that enables staff, parents & students to communicate with each other in an empowering and innovative way. All Saints Parish Primary School does; however, expect that staff, parents’ and students’ online behaviour reflects the same values of ***honesty, respect, and consideration*** that they are required to display when communicating in person.

**Scope**

This policy applies to all full & part time staff members, casual relief teachers, parents, students, contractors and others engaged by the school.

**Social Media Usage**

To ensure that staff members, parents, students & others engaged by the school understand their responsibility when using this medium, All Saints Parish Primary School has developed the following guidelines.

* + Social networking sites such as ***Facebook, Instagram, Twitter, Linked-In or Snapchat*** must not be used as a platform for learning activities with students.
  + Staff members should not accept current students as ‘friends’ on their own social network sites or interact with students on social networking sites.
  + Staff members must show discretion when accepting current parents as ‘friends’ on their own social network sites and interact with parents according to this policy.
  + Staff members are advised to use professional discretion before accepting ex-students and parents as ‘friends’.
  + Staff members and parents must not discuss students, or criticise school policies or personnel on social networking sites.
  + Parents and students must not discuss other parents, students or teachers, or criticise school policies or personnel on social networking sites.
  + Staff members must not post images that include students on social networking sites.
  + Parents and students must not post images that include teachers and other students on social networking sites.

**Maintaining Professional Standards and Christian Values**

Staff members, parents and students at All Saints Parish Primary School are required to act in a Christian and professional manner at all times when accessing school computers, the internet and social networking sites.

To maintain professional and Christian standards, staff members, parents and students must:

* Determine whether a particular posting could place their professionalism and integrity at risk. Users should only post items & comments that they are happy for anyone to see.
* Respect the rights and confidentiality of others.
* Not impersonate or falsely represent another person.
* Not use commentary deemed to be defamatory, obscene, proprietary or libellous.
* Not use social media to communicate personal grievances to others.
* Not post content that is hateful, threatening, and pornographic or incites violence against others.
* Not use obscene or offensive language towards others.
* Exercise discretion with regards to the use of colourful language, derogatory remarks, exaggeration, legal conclusions & characterisations.
* Discuss with personal friends the need for discretion when they post information or images that include the staff member, parent or student on their own social network pages.
  + it should be explained that once the material is posted it is identifiable and unmanageable.
* Maintain sole control of security, privacy and access to their personal pages and information.
* Visit their profile, security and privacy settings.
  + Privacy settings should be set to ‘friends only’. Do not use ‘Friends of Friends’ and ‘Network of Friends’ settings as these open the content of social networking pages to a large group of unknown people.

**Breaches of this Policy**

A breach of this policy may also involve a breach of the Schools other policies such as:

* Code of Conduct
* Behaviour Management Policy
* Communication & Grievance Policy
* Cyber Bullying Policy

Any breach of this policy will be considered by the Principal or their delegates, such as a member of the Leadership Team, School Advisory Council and will be dealt with on a case by case basis.

All reports of cyber bullying and other technology misuses will be investigated and may result in a notification to Police where the School is legally obliged to do so.

***Staff members are reminded that their personal social networking must be consistent with the professional standards expected of them as a teacher.***

Reference: Department of Education & Early Childhood Education: Accpetabel use of