St Louis de Montfort's Primary School
Social Media Policy

Introduction

St Louis de Montfort's Primary School realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of teachers, students and parents/carers engaging, collaborating, learning, and sharing in these digital environments is a part of 21st century learning. To this end, the school has developed the following policy to provide direction for employees, students and the school community when participating in social media activities.

The school accepts that the use of Social Media can be an effective business and social tool and that such media is commonly used by members of the St Louis de Montfort's Primary community to express their views, comments, and ideas on a whole range of issues.

However, it is expected that all members of the school community should behave within and outside of the school in such a manner that the welfare of members of the school community is not adversely impacted upon or the reputation of the School is not negatively affected or brought into disrepute.

St Louis de Montfort's Primary School expects those who are part of the school community, when using Social Media, to show courtesy and respect to others. It should not be used to abuse others, expose them to offensive or inappropriate content or to denigrate or show disrespect for the school or members of its community.

The purpose of this policy is to set standards of behaviour for the use of Social Media that are consistent with the broader values and expectations of the St Louis de Montfort's Primary community. It is about creating an atmosphere of trust and individual accountability.

Definitions

Social Media – refers to all social networking sites such as, but not limited to, Facebook, Twitter, Instagram, YouTube, Google+, KIK, Chat-rooms and Wikis.

Scope

This policy applies to all students and parents/carers of St Louis school. Staff are bound by CECV Policy.

Rights and Responsibilities

A community can only function effectively when all members afford and treat each other with respect. Members of the school community are expected to give respect to others and the reputation and good name of the School.

This policy is not intended to discourage nor unduly limit a person's personal expression or online activities; however, potential for direct or indirect damage to be caused to others in our community or the school through inappropriate use of social media is very real. As such a person's online behaviour should reflect the same standards of honesty, respect, and consideration that a person uses face-to-face, and be in accordance with the Catholic Ethos of the school.

Expectations

When using Social Media, members of our community are expected to:

- Demonstrate appropriate personal and professional boundaries and behaviours
- Demonstrate good digital citizenship
- Ensure their online behaviour reflects the same standards of honesty, respect, and consideration that a person uses when communicating face-to-face
- Respect the rights, privacy and confidentiality of others
- Ensure all content published is accurate and not misleading
- Consider whether how and what you post reflects on your professional or personal character, and the welfare of others
- Think before they post
- Not post or respond to material that is abusive, offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, threatening, violent, racist, sexist, pornographic, infringes copyright or is otherwise unlawful or might cause damage to the School's reputation or bring it into disrepute

It is important to be clear that even with the strictest privacy settings what a person 'says' online should be in keeping with the expectations outlined above. A 'private conversation' may still end up being shared into a more public domain, even with privacy settings on maximum. As such a person is always responsible for what they post regardless of circumstances or intention.

St. Louis de Montfort PS employees that are made aware of, or come across negative remarks about the School and/or its operations online are advised and required to pass these onto the School Leadership team immediately.

All reports of cyber-bullying and other technology misuses will be investigated thoroughly and without prejudice.

Breach of Policy

It is important to understand that a breach of this policy may also involve a breach of other St Louis de Montfort's Primary School and will be dealt with on a case by case basis. Other policies impacted but are not limited to the following:

- Computer & Digital Media Acceptable Use Policy
- Cyber safety Policy
- Child Safety Code of Conduct
- Parent Code of Conduct
- Communication Policy
- Privacy Policy

Parent/Carer Breaches

Proven parent/carer breaches of the policy may result in action including but not limited to:
- Verbal warning
- Formal meeting and discussion with School Principal or delegate
- Restricted access to school
- Cancellation of student(s) enrolment and/or
- Other consequences as defined by law

Student Breaches

Proven student breaches of the policy may result in action including but not limited to:

- Loss of technology privileges
- Reflection (in or out of school hours)
- Suspension
- Exclusion from School or
- Other consequences as defined by law

It is important that students and parents/carers should be aware that in circumstances where a crime has or may have been committed, they may be subject to a criminal investigation by Police.

Policy formulated 26th June 2018
Next review date: June 2020