



SOURCES OF AUTHORITY

CEWA Policy	Community
Executive Directive	Student Safety & Wellbeing & Code of Conduct

PURPOSE

The purpose of these guidelines is to encourage acceptable and beneficial use of social media by staff, students and parents at St Joseph's and to ensure it adheres to the values and expectations of St Joseph's School. St Joseph's School seeks to protect the safety and wellbeing of the students, staff and the school community.

SCOPE

This policy applies to all in the St Joseph's community who use any social media platform and is aligned to the school's Code of Conduct.

Student Guidelines

When using Social Media, students are expected to:

- Ensure that terms and conditions of the various social media sites have been read and agreed to. Age restrictions for certain sites need to be adhered to eg Facebook, Instagram and Gmail are all restricted to those 13 years of age and above.
- Follow St Joseph's School Code of Conduct when posting online.
- Not post personal information (such as full name, birth date, address, telephone number, current location) about yourself or another member of the school community.
- Not post inappropriate or unauthorized photos or videos of yourself or another member of the school community.
- Not post communications in someone else's name or falsely represent another person.
- Respect the privacy of school employees. Don't add school staff members as friends or contacts on social media sites such as Facebook.
- Be aware that posting on social media sites and applications are public forums.
- Not post content that is hateful, threatening, pornographic or incites violence against others.
- Not access social networking sites during the school working day without permission from a member of the school teaching staff.
- Not harm the reputation of St Joseph's School or those within its community.
- Not use offensive or threatening language or resort to personal abuse towards each other or members of the school community.

Parents Guidelines

Social media opens up communication between students, staff and parents. St Joseph's School encourages parents to participate in this communication but requests that parents act responsibly and respectfully at all times, understanding that their conduct not only reflects on the school community, but will be a model for our students as well.

Parents should adhere to the following guidelines:

- Parents with cameras should only photograph their own children/family members at school events.
- Be aware that many social media sites have age restrictions that do have implications for their primary aged children. Parents need to monitor their children's online social media activity, and read the terms and conditions of various social media sites and applications their children are interested in using.
- Parents need to be aware that they are in breach of terms and conditions if they set up a personal account for their children to use if they knowingly understand that age restrictions apply.
- Before uploading photos, audio or video, parents need to seek appropriate permission from any individual involved. This most particularly applies in relation to the privacy of other families and the staff of St Joseph's School.
- Online postings and conversations are not private. Do not share confidential information, internal school discussions, or specific information about students, staff or other parents,
- Be conscious of the fact that expert advice given is that all users of social media sites should do whatever they can to not identify any child by name or associate them with a particular school,
- Parents will not use classroom social media sites for any illegal activity, including violation of data privacy laws,
- Parents should not distribute any information that might be deemed personal about other students participating in the social media activities,
- Parents should not participate in spreading false or unsubstantiated rumours or false information in regards to the St Joseph's School community and its members.

Staff Guidelines

Staff members are responsible for maintaining a high level of professionalism with respect to the School and their position as an educator of young students. It is recognised that most employees may use or interact with social media at work and in a personal context. However, employees also need to understand the expectations of the School when using social media in a professional and personal capacity as there are also workplace risks that must be appropriately managed.

St Joseph's School staff need to adhere to the following guidelines:

- They need to behave in an ethical manner when using social media (even for personal communication) as those communications can reflect on their role at the School and must be consistent with the Catholic beliefs and ethos of the School and professional expectations and standards.
- Social networking sites such as Facebook or Instagram 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 not to accept friend requests from recent former students (ie. enrolled at the School within a two year period before connecting); or parents of current students unless special circumstances exist (eg. a parent is a personal friend or former student is a relative).
- The lines between public and private, personal and professional are blurred in the online world. If staff identify themselves online as affiliated with St Joseph's School then they need to be aware that they are by definition representing the entire school community. Staff should ensure that content associated with them is consistent with their work at the school and the school's values and ethos.
- Staff should not post any unauthorized material about the School (eg. students, parents, policies, employees etc) including unapproved photos or videos.
- When contributing online, staff should not post confidential student information or breach privacy laws.
- Take steps to ensure that friends, family or other acquaintances are aware of the need to use discretion when they post images or information about the employee on their own social media forums.

Consequences of Breaching this Policy

Non-compliance with this policy may be grounds for disciplinary action or a breach of the Code of Conduct. If there is a breach of the St Joseph's School Social Media Policy, the school will undertake action and the non-compliance will be dealt with on a case by case basis.

Authorised by	Andrea Woodgate	Signature:	
		Date:	6 April 2022
Effective Date:	April 2022	Next Review:	2024