



ST. JOSEPH'S COLLEGE

CATHOLIC EDUCATION IN THE BRIGIDINE TRADITION



SOCIAL MEDIA PROCEDURE

RELEVANT POLICY:

OH&S and Wellbeing

Teaching and Learning

INTRODUCTION

All those who are part of the St Joseph's College community, students, parents, teachers, administrative staff, have the right to a safe physical and emotional environment. Community members should all behave within and outside of the College with kindness and integrity to the Core Values of the school community. In doing so, they should act in such a manner that the image of the College is not negatively affected or brought into disrepute.

PURPOSE AND SCOPE

St Joseph's expects those who are part of the St Joseph's College community, when using Social Media, to show courtesy and respect to others, including those within the St Joseph's Community. Social Media should not be used to abuse others, expose them to offensive or inappropriate content, or to denigrate or show disrespect for St Joseph's College.

The purpose of this Procedure is to set standards of behaviour for the use of Social Media that are consistent with the broader values and expectations of the St Joseph's community. This Procedure applies where school resources are used to employ Social Media, and those times when members of the St Joseph's community are referred to within Social Media. Any social media sites established for use in learning or the dissemination of official school information must be approved by the Principal and be guided by this document.

DEFINITIONS

Social Media: Social Media is the term used for internet based tools for sharing and discussing information among people. It refers to user-generated information, opinion and other content shared and discussed over open digital networks. Social Media may include (although is not limited to): Facebook, Twitter, LinkedIn, Flickr, YouTube, Pinterest, Google Groups, Whirlpool, MySpace and even Wikis and/or Nings (eg Wikipedia). It can also include email and instant messaging services.

Defamatory Statements: Those comments that make a claim, stated or implied to be factual, whether true or false, that may give an individual, business, product, group, government, religion, or nation a negative or inferior image.

RIGHTS AND RESPONSIBILITIES

The St Joseph's College community is expected to show respect to others, including members of the school community. Members of the school community are also expected to give due respect to the reputation of the good name of the College.

When using Social Media, our community is expected to ensure that they:

- Respect the rights and confidentiality of others
- Use appropriate language
- Do not impersonate or falsely represent another person
- Do not bully, intimidate, abuse, harass or threaten others

- Do not make defamatory comments
- Do not use obscene or offensive language towards others
- Do not post content that is hateful, threatening, pornographic or incites violence against others
- Do not harm the reputation and good standing of St Joseph's College or those within its community
- Do not use excessive criticism to portray a person as socially, mentally, physically or intellectually inferior as a prohibited behaviour.

IMPLEMENTATION

Any breach of this policy will be considered by the Principal or their delegate and will be dealt with on a case by case basis.

A breach of this Procedure may also involve a breach of other St Joseph's Procedures, such as:

- Student Behaviour Management Procedure
- Use of Communication Technology (including Mobile Phones) Procedure
- Anti-bullying Procedure
- Communications Technology Procedure
- Student Code of Conduct
- Discrimination and Harassment Free Workplace Procedure

With regards to Students:

Since they are not valued as necessary for student learning, the vast majority Social Media sites are blocked from student access by the College. Nonetheless, many students can access these sites whilst at school via their personal communication devices (eg Smart Phones). Unless a valid, learning related reason can be provided for their use, Social Media sites are not to be accessed by students during the school day.

All reports of cyber-bullying and other technology misuse will be investigated fully, and may result in a notification to the Police, where the College is legally obliged to do so. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, or expulsion from the school. Students must be aware that in certain circumstances where a crime has been committed, they may be subjected to a criminal investigation by Police, over which the School will have no control.

With regard to Parents:

Parents who breach this procedure may be asked to withdraw their child from the school. The College reserves the right to contact the Police in matters which violate civil laws.

With regard to Staff:

Any alleged breach of this policy will be considered by the Principal or their delegate and will be dealt with on a case by case basis. Determining necessary sanctions, the Principal will be guided by the VIT Professional Standards and the relevant Victorian Catholic Education Multi-Employer Agreement.

It is inappropriate for staff to have contact with a student via social media, without a valid context. It is expected that staff would not invite students into personal social networking sites (or accept invitations to join theirs) if they contain personal information or inappropriate comments or images. Staff are also required to report any situations where they become aware of inappropriate use of electronic communication and social networking sites.

Staff who breach this Procedure must be aware that all alleged misuse of social media will be investigated and may result in a notification to the Police, where the College is legally obliged to do so. Staff must be aware that in certain circumstances where a crime has been committed, they may be subjected to a criminal investigation by Police, over which the School will have no control.

Reviewed: May 2018

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