



# Social Media Usage Policy

Created: 3rd August 2015

Ratified: September 2nd 2015 - Updated Aug 2 2018

Review: By: OLHC Staff 10/8/15, July/August 2018

Future Review: August 2021

## Rationale

Our Lady Help Of Christians School community understands that social media can be a powerful tool that enables staff, parents and students to communicate with each other in an empowering and innovative way. Our Lady Help Of Christians School does however, expect that staff, parents' and students' online behaviour reflects the same values of **Respectful, Responsible and Resilient** as part of our school wide initiatives through **PBiS (Positive Behaviour Intervention Strategies)** and **RTI (Response to Intervention)** and are required to display when communicating in person.

## Scope

This policy applies to all full and part time staff members, casual relief teachers, volunteers, parents/guardians/carers, students, contractors and others engaged by the school. From this point they will be known as the 'School Community'.

## Social Media Usage and the School Community

To ensure that the School Community and others engaged by the school understand their responsibility when using this medium, Our Lady Help Of Christians School has developed the following policies/protocols.

1. Social networking sites **including, but not limited to Facebook, Instagram, Twitter or Snapchat** must not be used as a platform for learning activities with students.
2. The School Community must not discuss students, criticise school policies or school personnel on social networking sites.
3. Members of the School Community must not take videos or photos of students during school gatherings or functions.
4. The School Community must not post images of staff and other students on social networking sites.
5. Members of the School Community must not make comment, directly or indirectly, about any staff or other students on social networking sites.
6. The School Community should be reminded that the minimum age of use for social media sites is 13 and above.

7. The responsible use of social media is a condition of enrolment at Our Lady Help of Christians School. There is an inherent understanding and expectation that parents/guardians/carers will always be respectful and protective of the name and reputation our school.
8. Grievances will be handled by Communicating Grievance and Complaints Policy and not by social media.

## **Social Media Usage for school staff**

In addition to the above guidelines school staff must also adhere to the following:

1. Staff members should not accept current students as 'friends' on their own social network sites or interact with students on social networking sites.
2. Staff members are reminded that accepting current parents to their own social media network is in breach of the Our Lady Help of Christians school Code of Conduct
3. Staff members are asked to use professional discretion before accepting ex-students and parents as 'friends' on any platform in social media.
4. Staff members must not post images of students on social networking sites.
5. Staff members at Our Lady Help Of Christians School are required to act in a Christian and professional manner at all times when accessing school computers, the internet and social networking sites.
6. Staff members are reminded that their personal social networking must be consistent with the professional standards, as outlined by the Victorian Teaching Profession Code of Conduct - VIT (Victorian Institute of Teaching) accreditation expected of them as a staff member of Our Lady Help of Christians School.

7.

## **Maintaining Respectful, Responsible and Resilient use of Social Media and Christian Values**

To maintain respectful, responsible and resilient use of social media the School Community must:

1. Determine whether a particular posting could place the schools professionalism, reputation or integrity at risk. Users should only post items and comments that they are happy for everyone else to see, regardless of privacy settings.
2. Respect the rights and confidentiality of others. Ensure that personal information is kept private.
3. Not impersonate or falsely represent another person or institution.
4. Not use commentary deemed to be defamatory, obscene, inappropriate or libellous.
5. Not use social media to communicate personal grievances to others.
6. Not post content that is hateful, threatening, pornographic or incites violence against others.
7. Not use obscene language towards others, make derogatory remarks, exaggerations, legal conclusions and characterisations.
8. Discuss with personal friends the need for discretion when they post information or images that include a staff member, parent or student on their own social networking pages.
  - a. It should be explained that once the material is posted it is identifiable, unretractable and unmanageable. Once an item is posted, it cannot be retracted; it becomes a digital footprint.
9. Maintain sole control of security and access to their personal pages and information.
10. The school strongly recommends that profile security and privacy settings are

- a. set to 'Friends only'. Do not use 'Friends of Friends' and 'Network of Friends' settings as these open the social networking pages to a large group of unknown people.

## Breaches of this Policy

Breaches to this policy can be notified via the link on the front page of the school website.

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

- Code of Conduct
- Behaviour Management Policy
- Safe School Policy
- Communication, Managing Complaints and Grievance Policy
- Parent and Community Partnerships Policy
- Network User Agreement signed by all students each school year

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 cyberbullying and other technology misuses will be investigated and may result in a notification to the Police where the school is legally obligated to do so.

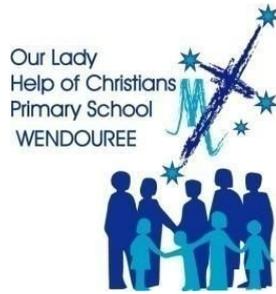
## Appendix 1

**Reporting a Cyber Safety Concern - See link on School Website**

<http://www.olhcwendouree.catholic.edu.au/>

# Appendix 2

## Our Lady Help of Christians school Code of Conduct



### Safeguarding Children and Young People

#### Code of Conduct

Our Lady Help of Christians Primary School Wendouree

June 2016

Central to the mission of Our Lady Help Of Christians Primary School is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

#### Purpose

This Code of Conduct has a specific focus on safeguarding children and young people at Our Lady Help Of Christians Primary School against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors, clergy and board/school council members at Our Lady Help Of Christians Primary School are expected to actively contribute to a school culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

#### Acceptable behaviours

**All staff, volunteers, contractors, clergy and board/school council members are responsible for supporting the safety of children by:**

- **adhering to the school's child-safe policy and upholding the school's statement of commitment to child safety at all times**
- **taking all reasonable steps to protect children from abuse**
- **treating everyone in the school community with respect (modeling positive and respectful relationships and acting in a manner that sustains a safe, educational and pastoral environment)**
- **listening and responding to the views and concerns of children, particularly if they are telling you that they or another child have been abused or that they are worried about their safety/the safety of another child**
- **promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification)**
- **promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance policy towards discrimination)**
- **promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)**
- **ensuring as far as practicable that adults are not alone with a child**
- **reporting any allegations of child abuse to the school's leadership (or child safety officer if the school has appointed someone to this role).**
- **understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958 (Vic.)**

- reporting any child safety concerns to the school's leadership (or child safety officer if the school has appointed someone to this role)
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe.

### Unacceptable behaviours

All staff, volunteers, contractors, clergy and board/school council members must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example, inappropriate sitting on laps)
- put children at risk of abuse (for example, by locking doors)
- initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- have contact with a child or their family outside of school without the school's leadership or child safety officer's knowledge and/or consent or the school governing authority's approval (for example, unauthorised after-hours tutoring, private instrumental/other lessons or sport coaching); accidental contact, such as seeing people in the street, is appropriate .
- have any online contact with a child (including by social media, email, instant messaging etc.) or their family (unless necessary e.g. by providing families with enewsletters or assisting students with their school work)
- use any personal communication channels/device such as a personal email account
- exchange personal contact details such as phone number, social networking sites or email addresses
- photograph or video a child without the consent of the parent or guardians
- work with children while under the influence of alcohol or illegal drugs
- consume alcohol or drugs at school or at school events in the presence of children.

(Adapted from Source: VRQA)

### VARIANCE

- **Parent volunteers will, in the normal course of events, have contact, eg. social/sporting with other school families. There still remains a need to be mindful of appropriate child safe behaviours.**

I, \_\_\_\_\_, confirm I have been provided with a copy of the  
above Code of Conduct.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_