



# Social Media Policy

**Date of Policy:**

**Date of last major review:**

**Date of next major review:**

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## PURPOSE:

Cudgee Primary School has recognised the short and long-term benefits that engaging with our stakeholders via social media will bring to our school and events. Social media has become an important part of communication strategies.

The purpose of this policy is to:

- Inform and guide the way Cudgee Primary School (CUDGEE PS), its staff and the school community interact with social media.
- Protect the school's students, staff, assets and reputation through clear protocols for use of social media in official and personal capacities.

## SCOPE:

This policy applies to use of social media by Cudgee Community for school purposes.

## DEFINITIONS:

**Authorised Account User:** a person who has been authorised by the Principal to use CUDGEE PS social media.

**Authorised Social Media Accounts:** CUDGEE PS social media accounts whose creation has been authorised by the Principal

**Social Media:** are communication tools used to store, share, or discuss information online. Social media include but are not limited to:

- Social networking sites (eg Facebook, Myspace, LinkedIn, Google+)
- Video and photo sharing websites (eg Flickr, Youtube, Instagram)
- Blogs, including corporate blogs and personal blogs
- Micro-blogs (eg Twitter, Tumblr)
- Wikis and online collaborations (eg Wikipedia)
- Forums, discussion boards and groups (eg Google groups)
- Podcasting and audio casting
- Video conferences and web conferences
- Email and instant messaging (including SMS)

The social media most commonly used in schools are blogs, Facebook, Twitter and SMS and email.

## Compliance requirements:

Cudgee Primary School will comply with:

- The *Public Administration Act 2004* (Vic) and the Code of Conduct for Victorian Public Service Employees made under that Act
- Part 2.4 of the *Education Training and Reform Act 2006* and any relevant Ministerial Order made under that Act which applies to the teaching service
- *Information Privacy Act 2000* (Vic)
- The Department of Education and Training's Acceptable Use Policy for ICT Systems.

### **Policy Points:**

This policy provides guidelines for:

- Preventing unauthorised creation and usage of social media accounts
- Authorised creation of social media accounts
- Ensuring the security of authorised social media accounts
- Appropriate conduct when using social media accounts where reference is made to CUDGEE PS
- Ensuring all communication through social media with stakeholders and the media is consistent, well-informed, timely and accurate
- Ensuring comments to stakeholders, the media and other external sources are made through authorised representatives of the school
- Ensuring that consent to use of social media is obtained from parents
- Standards of conduct using personal social media to the extent it affects BSPS.

### **Creation of Social Media Accounts:**

Creation of a social media account for an educational or communication purpose requires the written consent of the Principal or delegate

### **Authorised use of Social Media:**

Authorised Account Users of Cudgee PS Social Media must adhere to the content of this policy and its intent

### **Security of Authorised Accounts:**

Authorised Account Users acknowledge that:

- All Authorised Social Media Accounts, user names, passwords, connections, and posts made whilst engaged in social media on behalf of CUDGEE PS both during and after office hours belong to CUDGEE PS
- They will provide the username and passwords to any Authorised Social Media Accounts to the Business Manager or Principal.
- They will not change the Username and Passwords of any Authorised Accounts without permission from the Business Manager or Principal.

- They will not disclose or cause to be disclosed the Username and Password for any Authorised Account to anyone other than the Principal and the Business Manager

**In the event of unauthorised use of Cudgee PS social media, passwords will be reset.**

### **Standards of Conduct – appropriate and inappropriate use:**

Authorised Account Users **must:**

- Use CUDGEE PS Social Media for the sole purpose of benefiting Cudgee Primary School
- Ensure that posts reflect the values and support the vision and purpose of the school
- Behave respectfully online
- Protect the privacy of students by maintaining the confidentiality of personal information and health records. For example, photographs of students used in Cudgee PS Social Media (other than in the school newsletter and on the Cudgee PS website) will be non-identifying.
- Comply with the terms and conditions of use of the relevant social media platform.

Authorised Account Users **must not**

- Publish any personal images or use language that could damage the reputation of the school
- Publish material that is threatening, obscene, sexually explicit, derogatory, defamatory, harassing, discriminatory, or hateful to another person or entity, including CUDGEE PS, its employees, stakeholders and/or other business related individuals or organisations
- Publish any content that could be deemed to be illegal
- Make any disparaging or negative comments about CUDGEE PS or any of its employees, officers or stakeholders
- Use social media platforms to sell or promote any product not directly benefiting the school
- Make any announcements on behalf of CUDGEE PS unless specifically authorised to do so
- Comment on topics that are not within the user's area of responsibility.

Authorised employees using social media in an official capacity are given autonomy to represent the school's views in an ongoing conversation with the public, parents and students. However, there are occasions when content must be reviewed by the Principal. This includes, but is not limited to:

- Content that is politically sensitive
- Content that directly relates to teaching and learning

- Content that is associated with a project or activity deemed to be high-risk
- A response to an individual or group that is deemed to be high-risk
- Content that directly quotes another staff member (eg a response attributed to the Principal).

When interacting with Cudgee PS Social Media, members of the school community are expected to behave respectfully in accordance with the school's values. One important aspect of this is that complaints are to be directed through appropriate channels (refer Complaints and Grievance Policy), **not** via social media.

### **Standards of communication via social media**

Authorised Account Users **must**:

- Use correct grammar and spelling as far as practical
- Ensure that posts are accurate and not misleading.

### **Intellectual Property:**

Authorised Account Users must ensure that they do not breach any laws by:

- Using Cudgee Primary School's name, logos and trademarks, or other such intellectual property without permission
- Using materials that are subject to Copyright or passing them off as the user's own original work.

### **Consent to use Social Media:**

Parent consent is required for students to participate and register to use social media tools.

Parent consent is required to upload information, images and videos of students. This consent is sought upon student enrolment. This is very important as a failure to obtain this consent may amount to a breach of privacy.

### **Standards of Conduct using Personal Social Media:**

Employees using social media in a personal capacity must take due care to ensure that any comments, opinions, photographs or contributions made online are their own, as private citizens, and cannot be interpreted as an official statement or position of Cudgee Primary School. (refer to Education and Training Reform Act 2006 Ministerial Order 2009 Order 199)

### **Communication and Reporting:**

Information published via social media is a public record and a corporate record for record-keeping purposes.

**Breaches:**

Any breach of this Policy may result in disciplinary or legal action. In addition, Victorian and Commonwealth legislation creates criminal offences for the misuse of social media (refer <http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/socialmedialegal.aspx> )

**References:**

<http://www.education.vic.gov.au/school/principals/spag/governance/Pages/socialmedia.aspx>

“Using Social Media: Guide for DET Employees”

<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/socialmedia.aspx>