



Maiden Gully Primary School

Social Media Policy – Students and Parents

Responsibility: Principal and Staff

As an accredited eSmart School, Maiden Gully Primary School believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school. To guide and assist this partnership, the school's wellbeing policies are in line with the eSmart Program.

The internet, digital technologies and social media tools present learning spaces that are both, inside and outside of the school's physical environment. Spaces such as blogs, wikis and other emerging applications will be available to students inside and outside of school hours. Students and parents have a responsibility for appropriate use and behaviour when using school-based websites and applications.

Students spend increasing amounts of time online, learning and collaborating. To be safe and respectful online and to gain the greatest benefit from the opportunities provided through an online environment, students, with the support of teachers and parents, need to do the right thing by themselves and others, particularly when no one is watching.

Parents and/or carers have an important role in helping their children use digital technologies safely and responsibly. Schools can assist parents to support their children in the digital world by providing them with useful information about existing and emerging technologies, engaging them in the development and review of policies and sharing information on school expectations of acceptable use.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such may be reported to police.

School support for the safe and responsible use of digital technologies

Maiden Gully Primary School uses the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

You and your child have been asked to agree to use the internet and mobile technologies responsibly for school purposes. Parents/carers should be aware the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Maiden Gully Primary School we:

- Respect the privacy of all individuals and provide a filtered internet service.
- Have policies in place that outline the values of the school and expected behaviours when students use digital technology, the internet and social media.
- Provide supervision and direction in online activities and when using digital technologies for learning that support students to develop digital literacy skills.
- Have a cybersafety program at the school which is reinforced from F-6 and reinforces that cybersafe and responsible behaviours are expected in their school use of digital technology.
- Use mobile technologies for educational purposes and communication via web-based applications, the school website and approved school social media accounts; recording digital evidence of student work, including photos and videos.
- Understand that staff and parents who run school-approved social media accounts have a responsibility to represent the school appropriately and only post items relevant to their role and purpose in the school.
- Provide support to parents/carers through information evenings, newsletter and through other appropriate documentation for parents to keep at home.
- Provide support to students and parents and outline and reinforce the expected behaviours on the internet and the implications of misuse, including legal implications.
- Reinforce that school staff and School Council members, have a responsibility to monitor their own use of social media, maintaining a respectful and professional voice at all times.

- Reinforce that school staff, School Council members and parent groups, including Parents & Friends, have a responsibility to advocate that others in the school community use social media respectfully when it comes to school matters.
- Encourage our parents and school community to hold high expectations around responsible and respectful behaviour online when posting about school matters.
- Ensure DET Employees in schools do not allow students under 13 years of age to register for a social media tool for education purposes where the terms and conditions require them to be 13 years or older.
- Are aware of the risks associated with using social media, know how to use social media in the classroom *safely*, including maintaining the correct privacy settings.
- Understand the Department of Education and Training's ICT Acceptable Use Policy and recommendations and understand the legal implications of misuse.

Student Responsibilities:

When using digital technology, students will:

- Be a safe, responsible and ethical user whenever and wherever they use it.
- Support others by being respectful in how they communicate with others and never write or participate in online bullying, including forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour.
- Talk to a teacher if they feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behavior.
- Seek to understand the terms and conditions of websites and online communities and be aware that content they upload or post is their digital footprint.
- Protect their privacy rights and those of others by not giving out personal details including full names, telephone numbers, addresses and images.
- Use the internet for educational purposes and use the equipment properly.
- Use school-approved social networking sites for educational purposes and only as directed by teachers.
- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).
- Think critically about other users' intellectual property and how they use content posted on the internet.
- Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.
- Not reveal their password to anyone except the system administrator or the teacher.
- Not bring or download unauthorized programs, including games, to the school or run them on school computers.
- Protect the privacy of others and never post or forward private information about another person.
- Seek permission from individuals involved before taking photos, recording sound or videoing them and only take photos and record sound or video when it is part of an approved lesson.
- Seek appropriate permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.
- Be respectful in the photos they take or video they capture and never use these as a tool for bullying.
- Sign any personal devices into and out of the office for holding throughout the day, such as mobile phones, iPads, iPods, and so forth that are brought to school each day.

Parent Responsibilities:

When using digital technology parents should:

- Not share confidential information about students, staff or other parents.
- Never discuss sensitive school matters with staff or other parents using Facebook, blogs and other social media outlets.
- Understand that online postings and conversations are not private and that they should not share confidential information, internal school discussions, or specific information about students, staff or other parents.
- Seek appropriate permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space, based on the understanding that there are likely to be students who, for many reasons, are not allowed to be published or identifiable online.
- Not use inappropriate, profane or threatening language towards staff, parents or students.

- Understand that staff, parents and students reflect a diverse set of customs, values and points of view and that respecting the opinions of others in posts helps build and support the school community.

Parents or students who have a complaint or issue arising from social media should contact the Principal or follow the school's Complaints Policy. Please find attached the Department of Education and Training procedures for following up issues related to the use of digital technologies.

- A Step-by-Step Guide for DET Employees to Access Legal and Wellbeing Support for Online Incidents of Concern
- A Step-by-Step Guide for Removing Inappropriate Content from a Website, Facebook or other Social Media Site
- A Step-by-Step Guide for Responding to Online Incidents of Inappropriate Behaviour Affecting Students

This policy was last ratified by School Council in _____, 2016.