



## St. Anthony's Catholic Primary School

### Community Social Media Policy V 0.4

This policy is to be read in conjunction with the following School Policies:

Social Media for employees Policy

Parent code of Conduct Policy

Digital Citizenship Policy (to be written)

Cyber Safety Policy

Acceptable Use Policy

Privacy Policy

ICT Policy

#### **Rationale**

St Anthony's Primary School recognises the importance of teachers, students and parents engaging, collaborating, learning and sharing through social media applications. These applications include, but are not limited to, Facebook, Twitter, Blogs, and other online tools through which people connect and share information. All members of the St Anthony's community are expected to uphold the values of the school in all Social Media interactions. Staff, students and parents will not act in such a way that the image of St Anthony's Primary School is brought into disrepute nor in a way that harms members of the school community. Therefore, it is expected St Anthony's Primary School's staff, students and parents use Social Media in a respectful and responsible manner.

#### **Aims**

The aim of this policy is to ensure the safe and responsible use of Social Media by all members of the St Anthony's Community. The Social Media Policy provides guidelines for staff, students and parents in reference to the use of Social Media.

#### **Definitions**

Social media refers to the means of interactions among people in which they create, share, and exchange information and ideas in virtual communities and networks. Social Media: refers to all social networking sites. These sites include, but are not limited to, Facebook, Twitter, LinkedIn, Google+, KIK, Instagram, Snapchat, SMS, YouTube and includes emails and mobile devices.

#### **Implementation**

It is the responsibility of all members of our community to ensure the smart, responsible and safe use of digital communication including social media.

St Anthony's School Leadership Team with the assistance of the digital learning leader and the e-learning team will:

- ensure members of the school community are aware of the social media policy
- make reference to the Social Media policy regularly in communication with parents through the newsletter, Flexibuzz and the school website
- report breaches as outlined in the St Anthony's Cyber Safety Action Flowchart



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#### **Rights and Responsibilities**

Staff, students and parents are expected to show respect to all members of the school community.

#### **Staff will**

Plan for the inclusion of cyber safety awareness within the curriculum with guidance from relevant education authorities.

#### **Parents will**

Be responsible for being aware of and informed about their children's online activity and be proactive in the supervision and guidance of their children taking into account this policy and in particular the school's core values.

#### **Student Responsibilities**

- to read and comply with the Social Media Guidelines and Policy for Students
- understand that a breach of the Social Media Policy by Students will be dealt with in accordance with the school Behaviour Management policies and procedures
- to understand that if a criminal offence has been committed the Police will be contacted
- to read and sign in conjunction with their parents the Acceptable User Agreement and discussed as a family

#### **Parent Responsibilities**

- to comply with the St Anthony's Social Media Policy
- to comply with the St Anthony's Parent Code of conduct
- to read and sign in conjunction with their children the Acceptable User Agreement
- to comply with any request from school leadership to remove content that is in breach of this policy.
- follow policy for events such as excursions and camps. e.g not uploading student files to social media
- to comply with school expectation of no photographs on excursions or at Assembly

#### **Staff Responsibilities**

- to ensure they are familiar with St Anthony's Social Media Staff Guidelines in regards to Social Media use
- to ensure students are aware of and understand St Anthony's Social Media Student Guidelines
- to ensure students are aware of their personal safety and responsibility online through reference to:
  - the Acceptable Use Agreement
  - the Cyber Safety lessons imbedded into the curriculum outlining acceptable use agreements, risks and responsibilities in participating in online activities
- Staff are expected to report any cyber incidents as per the St Anthony's cyber safety action plan



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#### Flow Chart

- remind parents of our policy for events such as excursions and camps. e.g not uploading student files to social media

#### References

CEVN (CEOM) <https://cevn.cecv.catholic.edu.au/secure/CEVNLogin.aspx>

DEECD: Principal And Administrators Resources

<http://www.education.vic.gov.au/school/principals/spag/pages/spag.aspx>

VRQA: Guide to the minimum standards and other requirements for school registration (Oct 2012)

<http://www.vrqa.vic.gov.au/childsafes/Pages/schools.aspx>

VCSA: Guide To Meeting The Minimum Standards For Registration For Catholic Schools (June 2014)

<https://cevn.cecv.catholic.edu.au/WorkArea/DownloadAsset.aspx?id=24024>

\* VCSA Guide: must be logged into cevn for this link to work

Child Safety Standards Compliance Self-Assessment and Action Plan located in

<https://drive.google.com/open?id=1H5uy90lfMoHIXmfJtDmjA08bzZg8MWcsTfKqobphk8>

Using Social Media DEECD guidelines.

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

Policy Completed: 14/6/18

Policy Ratified: To be ratified

Policy Review Date: