



## St Benedict's School Social Media Policy

### **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, all platforms that involve interactions between community and non-community members in an online environment using fixed or mobile devices. Please see Appendix 1 for more detailed definitions.

### **Rationale:**

St Benedict's School recognises the importance of teachers, students and parents engaging, collaborating, learning and sharing through Social Media applications. The St Benedict's School community is held to the Code of Conduct for Child Safety document (found in Appendix 2) which highlights clear behaviours in protecting the dignity of the human person in a Christ like image.

All members of the St Benedict'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 Benedict's School is brought into disrepute nor in a way that harms members of the school community.

Therefore, it is expected St Benedict's School's staff, students and parents use Social Media in a respectful and responsible manner. Social Media shall not be used to insult, present offensive or inappropriate content or to misrepresent St Benedict's School or any member of the school community.

### **Aims:**

The aim of the Social Media Policy is to set standards of behaviour for the use of Social Media that are consistent with the values and expectations and Code of Conduct of St Benedict's School. St Benedict's School aims to protect the identity, safety and wellbeing of students, teachers and the school community.

If however, there is a breach of the St Benedict's School's Social Media Policy this will be dealt with on a case by case basis in line with the schools values and Catholic philosophy. All reports of cyberbullying and other technology misuses will be investigated fully, with

the principal, or principal's representative, being the final decision maker. For more information, please refer to the Managing Change and Issues Arising section.

### **RIGHTS AND RESPONSIBILITIES:**

Staff, students and parents are required to show respect to all members of the school community whilst using Social Media and associated technologies. Staff will implement for the inclusion of cyber safety and digital citizenship in their teaching roles.

### **PARENT GUIDELINES:**

Classroom blogs and other Social Media tools open up communication between students, parents and teachers. This kind of communication and collaboration can have a positive impact on learning at St Benedict's School. The school encourages parents to participate in such activities involving Social Media when appropriate but requests that parents act responsibly and respectfully at all times, understanding that their conduct not only reflects on the school community, but for their children as well.

Parents should adhere to the following guidelines:

- Online behaviour should at all times demonstrate a Christ-centred respect for the dignity of each person.
- Be aware that many Social Media sites have age restrictions that DO HAVE implications for primary aged children. Parents need to read the terms and conditions of various Social Media sites and applications their children are interested in using, and if used, monitor their children's online Social Media activity.
- Parents need to be aware that they are in breach of terms and conditions if they set up a personal account for their children to use if they knowingly understand that age restrictions apply.
- Online postings and conversations are not private. Do not share confidential information, internal school discussions, or specific information about students, staff, parents or other members of the school community.
- Be conscious of the fact that expert advice given is that all users of Social Media sites should do whatever they can to not identify any child by name or associate them with a particular school. This may include the representation of school uniforms, school logos, school buildings, etc.
- Parents will be asked to sign a consent form for students when teachers set up Social Media activities for classroom for learning use.
- Parents will not use classroom Social Media sites for any illegal activity, including violation of data privacy laws.

- Parents need to actively read and/or participate in Social Media activities that their children may be connected with.
- Parents should not distribute any information that might be deemed personal about other students participating in the Social Media activities. This includes but is not limited to photographs.
- Parents should not upload or include any information that does not meet the Social Media Policy guidelines.
- Parents should not participate in spreading false or unsubstantiated rumours or false information in regards to the St Benedict's community and its members.
- Parents assisting with classroom activities should not make use of Social Media sites while involved in such activities.
- Parents shall not upload social media content that includes images of students at St Benedict's School sporting events, school activities, or award ceremonies, other than their own child(ren) without the expressed permission of the other student(s) parent or guardian.

#### **STAFF AND TEACHER GUIDELINES:**

- All aspects of online behaviour must adhere to the St Benedict's School student agreement and Code of Conduct Policy.
- Online behaviour should at all times demonstrate a Christ-centred respect for the dignity of each person.
- Social Media in relation to staff and teacher relates to all platforms that involve interactions between community and non-community members in an online environment using fixed or mobile devices.
- Social networking with no direct curriculum link must not be used by staff as a platform for learning activities with students.
- Staff should not accept students as 'friends' on their own social network sites or interact with students on social networking sites.
- Staff and student online interaction must occur only in an educational context.
- Staff are advised to NOT accept ex-students or parents of current students as friends on personal Social Media sites.
- Staff must not discuss students, personnel or colleagues or publicly criticise St Benedict's School or its policies, on social networking sites.
- Staff are personally responsible for content they publish online. Staff need to be mindful that what they publish will be public indefinitely and they may be personally liable for the published content.

- Staff online behaviour should reflect the same standards of honesty, respect, and consideration consistent with the standards that apply on school premises and in accordance with the school's values and ethos.
- The lines between public and private, personal and professional are blurred in the online world. If staff identify themselves online as affiliated with St Benedict's School then they need to be aware that they are by definition representing the entire school community.
- Staff should ensure that content associated with them is consistent with their work at the school and the school's values and ethos.
- Staff shall not participate in spreading false or unsubstantiated rumours or false information in regards to the St Benedict's community and its members.
- When contributing online staff should not post confidential student information.
- Staff should visit their profile's security and privacy settings on social networking sites, and at a minimum, staff should have all privacy settings set to 'only friends'.
- Staff shall not upload social media content that includes images of students at St Benedict's School sporting events, school activities, or award ceremonies, other than their own child(ren) without the expressed permission of the other student(s) parent or guardian.

#### **MANAGING CHANGE AND ISSUES ARISING:**

- We acknowledge that technology changes rapidly. If any member of the St Benedict's community has a concern or question pertaining to Social Media or Social Networking sites, this should be directed to the relevant teacher or member of the leadership team.
- The principal, or principal's representative, shall undertake an investigation into any reported incident and implement necessary measures address its appropriate resolution in line with the school's values and philosophy.
- It is requested that reported social media breaches not be discussed or shared with staff (other than the principal), students or St Benedict's School community members whilst an incident is being reviewed to allow for the respect and dignity of all parties.
- Parents, students or staff who have a complaint or issue arising from Social Media should contact the Principal.
- The principal's role in dealing with issues and concerns arising from social media is to deal with issues in a Christ-like manner and protect the dignity and respect of all concerned parties.

- Evaluation: This policy will be reviewed as part of the school's three-year review cycle, unless otherwise required by the leadership team or community.

## **APPENDIX 1 DEFINITIONS**

- Social Media Social networking sites: are apps/websites that allow you to create a personal profile about yourself/ or family and then chat and share information with others.
- Video, audio and photo sharing websites: are sites that allow you to upload and share videos, sounds and photos which can be viewed/heard by web users the world over e.g. Flickr, YouTube, iTunes U, Vimeo, SoundCloud
- Blog: A blog (short for web log) is a kind of online diary, where you regularly post about your life, your passions, business, news or other interests. It is a way of having your own space in the virtual world eg, WordPress, Blogger
- Vlog: (Video Blog) – a kind of online diary using video that people use to express views and opinions about their life, their passions, business, news or other interests.
- Microblogging apps: are websites that post micro-blog like posts to announce what you are currently doing eg, Twitter, Tumblr
- Location-based apps: (also known as Geolocation) are applications with the capability to detect and record where you and other people are located
- Wikis: are websites where users create, edit and share information about a particular subject or topic eg, Wikipedia, Wikispaces
- Online gaming: are games played over some form of computer network and are often based around a community of users eg, Xbox, Playstation. These sites allow participants to communicate via text or voice (via headsets or microphone and speakers) and additionally have messaging facilities that allow users to leave messages on notice boards or their profile pages.
- News aggregation: news aggregators provide a list of the latest news stories published by users from a range of different web sites eg, Digg
- Ning: an online platform for people and organisations to create custom social networks around specific interests. Ning offers the ability to create an invited closed community website with a customised appearance and feel, feature sets such as forums, blogs, photos, and videos
- Forums or message boards: are online discussion sites where people can hold conversations in the form of posted messages

- Online multiplayer gaming platforms: are multiplayer video games which are capable of supporting hundreds or thousands of players simultaneously and usually feature at least one persistent world (e.g Fortnite).

## APPENDIX 2

### Additional website and cyber safety sites for parents and students.

The links below provide information on how to safely use electronic and telecommunications media at school, home and in the community:

St Benedict's School Code of Conduct for Child Safety:

[http://www.stbenedicts.wa.edu.au/pdf/policies/policy\\_codeofconduct.pdf](http://www.stbenedicts.wa.edu.au/pdf/policies/policy_codeofconduct.pdf)

Students agreement and code of conduct Policy:

[http://www.stbenedicts.wa.edu.au/pdf/ict\\_studentagreement.pdf](http://www.stbenedicts.wa.edu.au/pdf/ict_studentagreement.pdf)

[CEWA Information and Communication technologies of Students:](#)

<http://www.ceo.wa.edu.au/AboutUs/Governance/Policies/Documents/Information/Policy%20B8%20Information%20and%20Communication%20Technology%20Use%20by%20Students.pdf>

[Australian Communications and Media Authority](#)<sup>1</sup> (ACMA) - responsible for investigating valid complaints about online content, including internet and mobile phone content.

[CyberParent](#)<sup>2</sup> – a web app that is developed by the Australian Multicultural Foundation to equip parents with the knowledge and confidence to identify early warning signs as well as encourage conversations regarding safe and healthy internet use. CyberParent is available in a total of 17 languages, including English, Arabic, Chinese, Dari, Dinka, Farsi, German, Greek, Hindi, Indonesian, Italian, Pashto, Spanish, Somali, Turkish, Urdu (from September 2017) and Vietnamese.

[Cyber Savvy](#)<sup>3</sup> – an online resource developed by Telethon Kids Institute to help young people prevent and address problems associated with online behaviour, particularly image-sharing.

[Cyber Strong Schools](#)<sup>4</sup> - an online resource designed to build teachers' capacity to educate and enable students to positively use social media. The five online modules provide school staff with proactive approaches to respond to social media advances, supporting the educational goal for young Australians to be highly skilled in the use of Information and Communication Technologies (ICT).

[eSafety Commissioner](#)<sup>5</sup> - a one-stop-shop for online safety. The Office provides Australians a range of up-to-date information and resources, coupled with a comprehensive complaints system to assist children who experience serious cyberbullying online.

[eSmart schools](#)<sup>6</sup> - an evidence-based sustainable program that involves the whole school community in managing cybersafety and addressing cyberbullying and bullying.

[Keep it Tame](#)<sup>7</sup> - you can use phones, tablets and computers to do awesome stuff. But things can turn nasty if you use them to disrespect each other. Treat each other with respect and KEEP IT TAME.

[RU Legal?](#)<sup>8</sup> – a set of online, interactive community legal education resources developed by Legal Aid WA. The resources provide both legal information and practical tips in key areas which affect young people, such as sexting.

[Safe and well online](#)<sup>9</sup> - exploring technologies as settings to promote cybersafety and strengthen the resilience, mental health and wellbeing of all young people.

[ThinkUKnow](#)<sup>10</sup> - an Internet safety program delivering interactive training to parents, carers and teachers through schools and organisations across Australia using a network of accredited trainers.